

# BUILDING AND GROUNDS SUPERINTENDENT

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Position Code: 2630

WC Code: 9102

FLSA Status: Exempt

Pay Grade: 355

Location: Parks and Recreation

Approval Date: 2017

## **General Statement of Duties**

Performs responsible administrative, technical, and supervisory work in planning and directing the maintenance and repair of Town buildings, parks and grounds. Work is performed under the general supervision of the Parks and Recreation Director.

## **Distinguishing Features of the Class**

An employee in this class is responsible for overall administration and direction in maintenance and repair of Town buildings and grounds. Work involves short and long range planning, budgeting, supervising, and the development and administration of preventive maintenance plans, capital asset and replacement schedules, inventory control systems, and park and facility development standards. Work includes ensuring that all facilities are structurally and mechanically sound and are maintained in a safe condition; determining departmental policies and procedures; coordinating work with other department heads, and resolving difficult administrative problems. Considerable latitude and independent professional judgment and initiative are required in establishing effective systems and managing personnel and budget. An employee is subject to hazards in the work including indoor and outside environmental conditions; significant noise and vibrations; physical conditions such as proximity to moving mechanical parts, electrical current; working in high places, narrow aisles, crawl spaces and areas which could cause claustrophobia; and exposure to high heat, chemicals, oils, fumes, dusts, odors, or poor ventilation. Tact and courtesy are required in contacts with architects, contractors, engineers, vendors, department heads and employees. Work is performed under general supervision of the Parks and Recreation Director and is evaluated through conferences, observation, and according to the effectiveness of maintaining the buildings, grounds, parks and cemetery equipment in satisfactory condition.

## **Duties and Responsibilities**

Plans, organizes, directs and inspects the work of crews engaged in the regular maintenance of facilities, grounds and equipment at all or designated Town facilities ensuring they are acceptable in appearance and safe for public use.

Prepares and maintains daily work reports, makes and adjusts work assignments.

Schedules work and assign crews assuring all work is completed within established deadlines; provides direction to staff in initiating work assignments, assesses work progress, and resolves internal work problems; monitors each employee's hours worked; evaluates and inspects completed work; and prioritizes work.

Coordinates grounds maintenance at all recreation facilities, cemeteries, and Town owned facilities including mowing; trimming of weeds, trees and shrubs, removing limbs, leaves, and trash; and application of pesticides.

Supervises and participates in horticultural design, installation, and maintenance; installation and operation of irrigation systems; and tree trimming, pruning, planting, and replacement program.

Plans for routine building and grounds maintenance and repair, and major repair and renovation projects; determines required resources; directs assignment of staff resources to accomplish daily and project work.

Establishes short and long range plans, projects and goals for division.

Ensures that equipment is maintained in safe operating condition, oversees maintenance such as sharpening blades, servicing, repair and/or replacement, belts tires, etc.

Prepares division budget and monitors expenditures.

Ensures all vehicles and equipment are maintained and operational at all times; oversees routine maintenance, minor construction and repair of equipment, coordinates major repair with the garage.

Prepares equipment specifications; receives bids and recommends award.

Updates and maintains OSHA and EPA rules and regulations.

Instructs employees in proper work procedures, hazards, and safety precautions; provides feedback and quality assurance.

Prepares required and requested reports; maintains proper records on equipment, tools, and work activities.

Ensures all cemetery work orders are complete and works with cemetery administration on the scheduling of burials.

Performs other duties assigned.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Thorough knowledge of methods, operating and maintenance requirement of the mechanical, electrical and plumbing equipment and systems, and materials used in the maintenance and repair of buildings, grounds and facilities.

Thorough knowledge of the layout of Town facilities.

Considerable knowledge of Town department operations.

Considerable knowledge of current trends and developments in the field of building and ground operation and maintenance.

Considerable knowledge of the Town's purchasing and personnel policies.

Considerable knowledge of the occupational hazards and safety precautions involved in the work.

Considerable knowledge of the principles of supervision, organization, and administration.

Considerable knowledge of NC cemetery regulations.

Ability to plan, organize and supervise the work of others and to set priorities.

Ability to establish and maintain effective working relationships with employees, officials, outside vendors and department heads.

Ability to keep accurate records and prepare reports.

### **Physical Requirements**

Must be able to perform basic life functions including climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform sedentary work which may involve exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to move objects.

Must have visual acuity to prepare and analyze data and figures, to develop budget figures; operate a computer terminal; do extensive reading and to inspect small defects, parts or moving equipment; and to inspect work and determine accuracy and thoroughness.

### **Minimum Education and Experience**

Bachelor's degree from an accredited college or university, majoring in parks and recreation or a related field, and three to five years of progressively responsible administrative and supervisory experience involving a variety of building and grounds maintenance and repair; or any equivalent combination of education and experience. At least two years supervising full-time employees.

### **Special Requirements**

Possession of a valid North Carolina Driver's License