

BUILDING AND GROUNDS MAINTENANCE SUPERVISOR II

DEFINITION

Under general direction, to organize and supervise building and grounds maintenance functions for assigned County facilities; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the highest level classification in the Building Maintenance Supervisor class series. Incumbents are responsible for the supervision of buildings, grounds, and custodial maintenance functions at assigned County facilities. Positions are allocated to levels in this series based on the number of staff supervised, the number of facilities for which they are responsible, and the amount of work time spent performing supervisory rather than actual maintenance duties. Positions allocated to the Building and Grounds Maintenance Supervisor II level supervise 3 or more positions on a regular, full-time basis, have responsibility for 20 or more County facilities located throughout the County, and perform maintenance duties on as-needed basis. They perform supervisory and administrative duties at least 80% of the time.

REPORTS TO

Director of Facility Services.

CLASSIFICATIONS DIRECTLY SUPERVISED

Building and Grounds Maintenance Worker I and II, and Custodian.

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EXAMPLES OF DUTIES

- Plans, organizes, directs, and supervises the work of the building and grounds maintenance and custodial staff.
- Develops and recommends goals, priorities, policies and procedures.
- Formulates preventive maintenance programs for the County facilities and equipment; provides assistance with the development and control of the maintenance budget.
- Prepares bid information for contract projects and assists with the administration of contracts.
- Determines parts and materials needed for building/grounds and custodian operations and initiate necessary purchase requisitions.
- Develops and maintains inventories of equipment and supplies.
- Inspects facilities for needed repairs and maintenance.
- Inspects completed projects for proper conformity with work standards.
- Performs the full scope of building and facilities maintenance work on an as-needed basis.
- Coordinates maintenance activities with other County Departments.
- Arranges preparation of facilities for special events.
- Develops staff and materials estimates for maintenance projects.
- Establishes project priorities and assigns staff.
- Prepares employee evaluations and disciplinary actions.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently walk, stand, or crouch on narrow, slippery, and erratically moving surfaces; stoop, kneel, bend to pick up or move objects, office equipment, and furniture; physical ability to lift and carry objects weighing up to 50 pounds; physical ability to lift and carry objects weighing up to 150 pounds with assistance; sufficient manual dexterity and eye-hand coordination to use a variety of building trades tools and equipment; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed both in office and outdoor environments; some exposure to controlled and hazardous substances, pesticides, herbicides, and chemicals; continuous contact with staff and the public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods, practices, and techniques required for the management, maintenance, and repair of buildings and grounds.
- Principles and methods of building and plant maintenance.
- Design and principles of energy management.
- Standard tools, methods, practices, and materials involved in one or more of building trades such as carpentry, painting, plumbing, electrical, or heating and air conditioning.
- Applicable provisions of building, electrical, and plumbing codes.
- Safe work practices.
- Plumbing and electrical systems in County buildings.
- Methods and practices followed in the maintenance of tools, machinery and equipment.
- Methods of supervision and training.
- Budget development techniques.
- Federal and State safety regulations (CAL-OSHA).

Ability to:

- Plan, organize, coordinate, and manage the maintenance and repair of County buildings and grounds.
- Analyze and resolve administrative problems.
- Prepare and present technical reports.
- Supervise, train and evaluate subordinate employees.
- Recognize and locate conditions which require maintenance and repair work.
- Use and care for hand and power tools utilized in the building trades.
- Estimate time and materials needed to perform maintenance, construction, and repair jobs.
- Read and interpret plans and specifications, blueprints, and drawings.
- Assists with the design and layout of major construction and contract maintenance and repair work.
- Effectively represent the County Building Maintenance Department in contacts with the public, contractors, other County staff, and other government agencies.
- Establish and maintain cooperative working relationships.

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Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Four (4) years of responsible experience in maintenance, repair, and construction of buildings, including at least one (1) year at a lead or supervisory level.

Special Requirement: Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.