



CLASS SPECIFICATION

Modoc County

CLASS CODE:	4021-012
CLASS TITLE:	Building and Grounds Maintenance Supervisor
FLSA DESIGNATION:	Non-Exempt
RANGE/STEP:	292 (Step A-F \$4,185 - \$5,341)

JOB SUMMARY:

Plans, directs, reviews, and evaluates the work of one or more crews performing parks, recreation area and related landscape maintenance and repair. Repair and maintenance of facilities, including internal systems; recommends contract repair when appropriate; personally performs maintenance and repair work in the assigned areas of responsibility. This position requires the ability, experience, and skills to perform a variety of responsible functions and duties related to the activities of maintaining the County's buildings and parks facilities under the direction of the Public Works Director.

DISTINGUISHING CHARACTERISTICS:

This is the working supervisory level in the building and grounds maintenance series. The incumbent plans, supervises, reviews, and evaluates the work of staff and coordinates their activities to obtain the most effective use of staff resources. The incumbent of this single position class also performs the troubleshooting and arranges for or personally performs repair work in addition to routine maintenance work as required. This class is distinguished from other maintenance supervisory classes in that the work requires a knowledge of and skill in the maintenance of landscaped areas and facilities rather than road, bridge or related construction, maintenance, and repair.

EXAMPLES OF DUTIES:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. The position may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.

Essential:

- Plans, coordinates, assigns, supervises, and reviews the work of one or more crews engaged in various park, recreation area and landscape maintenance and repair work.
- Plans, coordinates, assigns, supervises, and reviews the work of a crew or of individuals engaged in semi-skilled maintenance and repair of facilities and equipment.
- Trains staff in work procedures and safety techniques.
- Recommends selection of staff, evaluates performance, and recommends discipline as required. Ability to supervise trustees or work force training programs as directed by the Public Works Director. Ability to provide work force training as needed.

- Reviews work orders; inspects locations where work is to be performed; notes special equipment, staffing or supply needs; assigns personnel and orders necessary equipment and materials.
- Estimates time, cost, labor, and material needs; assigns personnel and orders necessary equipment and materials.
- Recommends contract repair work when qualified staff is not available.
- Maintains an inventory of required materials and supplies; orders additional materials and supplies as required.
- Discusses job details with crew and upper management; interprets drawings, diagrams, specifications, and blueprints as required.
- Inspects work in progress and completed; identifies problem areas and directs corrective action.
- Ensures that safe work practices and procedures are followed; conducts safety meetings.
- Responds to questions and complaints from other county departments and the public. Ensures satisfactory resolution.
- Directs and trains trustees and work program individuals through various programs.
- Important: Personally performs the full scope of semi-skilled building and grounds maintenance work on a regular basis.
- Maintains accurate records of work performed and materials and supplies used.
- Uses standard office equipment in the performance of the work; drives county vehicles to various work sites.
- All other duties as assigned.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and ability required to satisfactorily perform the job's essential duties and responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S):

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance, and employee training and discipline.
- Methods and techniques of planting, transplanting, cultivating, pruning, and maintaining a variety of lawns, ground cover, plants, shrubs, hedges, and trees found in parks and public landscaping.
- Soil preparation and enrichment techniques.
- Installation, maintenance and repair of irrigation systems and related pumping systems.
- Methods of pest control and the use of various pesticides.
- Methods and techniques of facility maintenance, including semi-skilled carpentry, plumbing, painting, and electrical work.

- Use and maintenance of commonly used hand and power tools and equipment related to the work.
- Safety practices, safe work methods and safety regulations pertaining to the work.
- Recordkeeping principles and practices.
- Basic computer applications related to the work.
- Basic inventory control methods.

Ability to:

- Planning, organizing, directing, reviewing, and evaluating the work of others.
- Training others in procedures related to the work.
- Planning and implementing a comprehensive building and grounds maintenance and repair program.
- Recognizing and treating various plant diseases and insect pests.
- Reading and interpreting plans, maps, and specifications.
- Operating and maintaining equipment used in building and grounds maintenance work.
- Troubleshooting maintenance and repair problems.
- Estimating staff, equipment and materials required to perform the work.
- Using initiative and independent judgment within established procedural guidelines.
- Preparing accurate records, correspondence and reports of work performed.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Ability to use a smartphone.
- Ability to utilize phone and computer applications.
- Ability to use remote meeting technology.
- Ability to embrace new technology to make the workplace more efficient.

Required to:

- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to the public as the ultimate employers.
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees.
- Adhere to the Modoc County Code of Safe Practices.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

Strength and mobility to work in a typical building and/or grounds maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including

standing, walking, climbing, and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 90 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Working Conditions:

Work extended shifts or be called back in emergency situations.

Work with exposure to potentially hazardous herbicides, pesticides, paints, and other materials.

Licensing and Certification:

Possess a valid California Class C driver's license.

Background:

Any combination of education and experience which provides the required knowledge and skills is acceptable; a typical way of gaining the knowledge and skills is outlined below.

Four years of experience in a combination of building and grounds maintenance work. Prior lead or supervisory experience and some training above high school in an appropriate field are desirable.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

All county of Modoc employees are designated Disaster Service Workers through State law (California Government Code §3100-3109). Employment with Modoc County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work-related training as assigned, and to return to work as ordered in the event of an emergency.

FLSA Status is dependent upon meeting the qualifications for the exemption test. All of the following must be met in order for status to be Exempt. Upon meeting the Exempt status, a certification form will need to be completed to accompany the Personnel Action Notification (PAN) form.

Approved through the county wide reclassification survey February 1996

*Reclassified and approved by the Board of Supervisors on June 28, 2022
Effective: July 1, 2022*

Final verified classification approved by:

DocuSigned by:

Pam Randall

Human Resources and Risk Manager Director

Reviewed and approved by:

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Received and filed by:

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Clerk of the Board