

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: JANUARY 12, 2023

BUILDINGS AND GROUNDS SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Responsible for the exterior maintenance of the buildings, facilities, grounds and equipment for large-scale facilities. The incumbent supervises assigned employees in the exterior maintenance and support of buildings, facilities, grounds, and operations. Participates in hiring of assigned employees in these areas, schedules work hours and assignments, and disciplines when necessary. Duties are performed according to established policy and building and safety codes with leeway for independent judgment under the general direction of the Deputy Commissioner of Buildings and Grounds. Provides direct and general supervision over assigned division personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, coordinates and supervises the maintenance of landscape and grounds, parking lots, sidewalks, roofs, and building exterior cleanliness including inspection, maintenance, management and improvement;
2. Evaluates maintenance issues, recommends and implements solutions to provide safe, clean and aesthetically pleasing facilities;
3. Supervises, coordinates, assigns, and participates in the daily activities of assigned Building and Grounds division crews, vehicles and equipment;
4. Establishes and enforces work methods, procedures and standards and ensures that maintenance activities are in compliance with all policies and safety standards;
5. Reviews the work of assigned staff to ensure the work quality and timely accomplishment of assigned duties, work orders and responsibilities;
6. Develops a maintenance schedule in each building, including landscaping, entrances, sidewalks and building upkeep such as lawn mowing, weed control, snow removal, ice control, trimming trees and shrubs, planting and maintaining flowers and other plants, irrigation, lighting, and trash pick-up;
7. Directs staff and participates in minor general maintenance of county buildings;
8. Participates in minor vehicle maintenance and makes repairs to trucks, tractors and mowers;
9. Operates light trucks, tractors and mowers for miscellaneous tasks;
10. Operates manual and power tools used in carpentry, plumbing, painting, plowing, and tree trimming;
11. May be assigned to cut and remove brush and trees;
12. Organizes material inventory and may have to travel for supplies;
13. Assists in developing bid requirements for work to be contracted in and around buildings; purchases equipment and supplies including large capital purchases; seeks and obtains proposals for work to be performed; and makes recommendations to the Commissioner of Public Works and/or the Deputy Commissioner of Buildings & Grounds;
14. Supervises staff through appropriate work delegation using routine building tasks and work order system; meets regularly with staff to discuss and resolve special project and workload issues; provides assistance and training in technical issues and responsibilities, participates in disciplinary measures and works with employees to correct performance deficiencies;
15. Assists with the development and management of the budget for exterior maintenance of county buildings;
16. Collects and checks attendance and benefit sheets;
17. Creates and maintains work schedules for all assigned fulltime and part time employees, including the assignment of overtime and working hours;
18. Coordinates and helps direct building, facilities, and grounds events held within Niagara County as assigned;
19. Identifies training needs and assists the Deputy Commissioner with establishing training program/materials;
20. Coordinates and directs personnel in snow removal at county buildings as needed in winter months;
21. Moves and installs furniture and office space;
22. May be assigned duties of the Deputy Commissioner in his/her absence;
23. May be required to attend Legislative committee meetings.
24. Performs the duties of Groundskeepers in their absence or as needed.

BUILDINGS AND GROUNDS SUPERVISOR CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern large-scale buildings and grounds operation and cleaning and maintenance practices; thorough knowledge of the tools, terminology, and practices of the mechanical or construction trades; thorough knowledge of large scale cleaning and the equipment used; thorough knowledge of safety regulations, procedures and security in the workplace and public buildings; thorough knowledge of the principles and practices of administrative supervision; good knowledge of budgeting principles, practices, and procedures; good knowledge of the special equipment used in large-scale facilities; working knowledge of safety precautions and practices associated with buildings and grounds maintenance and repair work; ability to understand and carry out complex oral and written directions; ability to plan, direct, and supervise a program of buildings and grounds maintenance and the work of others; ability to get along well with employees and the public; ability to organize, prepare, and maintain reports and specifications clearly and concisely; ability to inspect the work of building tradespersons and contractors to ensure compliance with contract specifications, as well as, applicable codes and regulations; ability to understand, interpret, and follow instructions, plans, diagrams, specifications and blueprints; sound professional judgment; dependability; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one of the following:

1. Graduation with a Bachelor's Degree **and** two (2) years of full-time paid experience in the operation of a large-scale building or department that included exterior maintenance activities. Experience must have included the supervision of a work force of at least six (6) full-time employees; **OR**
2. Graduation with an Associate Degree and four (4) years of full-time paid experience in the operation of a large-scale building or department that included exterior maintenance activities. Two (2) years of the experience must have involved the supervision of a work force of at least six (6) full-time employees; **OR**
3. Six (6) years of full-time paid experience in the operation of a large-scale building or department that included exterior maintenance activities. Two (2) years of the experience must have involved the supervision of a work force of at least six (6) full-time employees; **OR**
4. An equivalent combination of education and experience as defined in (1), (2), and (3) above.

NOTES:

1. Degrees and/or credit hours must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education;
2. Non-Qualifying Experience/Education: Experience limited to building cleaning is not qualifying. Building cleaning is defined as activities primarily involving a variety of inside and outside building cleaning activities including, but not limited to, washing walls and windows, polishing floors, cleaning restrooms, disposing of refuse;
3. Employee supervision is defined as responsible direction and control of subordinate employees. This involves a responsibility for planning for individuals in a work group and includes but is not limited to, assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.