

BUILDING AND GROUNDS MAINTENANCE SUPERVISOR I

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 first 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 I level supervise more than 8 on a regular, full-time basis, have responsibility for more than 20 County facilities located throughout the County, and perform maintenance duties on a regular basis. They perform supervisory and administrative duties at least 20% of the time.

REPORTS TO

Director of Facility Services

CLASSIFICATIONS DIRECTLY SUPERVISED

Building and Grounds Maintenance Worker I and II.

BUILDING AND GROUNDS MAINTENANCE SUPERVISOR I - 2

EXAMPLES OF DUTIES

- Plans, organizes, directs, supervises, and performs the maintenance, repair, construction, and grounds upkeep work for the Plumas County Fair.
- Works with the Plumas County Fair Manager to establish goals, priorities, policies and procedures.
- Formulates preventive maintenance programs for Fair 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.
- Performs painting, carpentry, painting, plumbing, routine electrical work, mechanical and equipment repairs.
- Performs welding.
- Organizes facilities to be used for special events.
- Promotes a positive image of the Fairgrounds to the public.
- Provides supervision, training, and work evaluation for regular; hires, trains, coordinates, and supervises part-time and seasonal staff.
- Determines parts and materials needed for building and grounds maintenance initiates 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.
- Operates a fork lift, tractors, trucks, and a variety of hand and power tools and equipment.

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.

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.

BUILDING AND GROUNDS MAINTENANCE SUPERVISOR I - 3

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.
- Federal and State safety regulations (CAL-OSHA).

Ability to:

- Plan, organize, coordinate, and manage the maintenance and repair of County buildings and grounds.
- 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.
- Operate a forklift, tractor, trucks, and a variety of hand and power equipment.
- Effectively represent the Plumas County Fair 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:

Three (3) years of responsible experience in maintenance, repair, and construction of buildings, including at least one (1) year in a lead position.

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.