BUILDINGS AND GROUNDS SUPERVISOR

POSITION SUMMARY

Responsible for providing direct and general supervision of building and grounds personnel in order to ensure effective and efficient facility management and grounds maintenance. Responsible to plan, organize and administer Buildings and Grounds Programs, cemeteries, vector control and weed control; ensuring compliance with applicable regulations while supporting City's vison, mission and values.

RESPONSIBILITIES

Essential Duties:

- Supervises staff and coordinates contract work which may include: issuing and scheduling work assignments; making hiring and termination recommendations; providing technical advice and guidance to employees; monitoring employee performance and safety.
- Conducts and participates in various meetings and responds to public concerns and questions regarding assigned divisions and to promote or seek input on proposed programs and needs.
- Participates in planning of City projects and monitoring projects as necessary. Oversee maintenance and inspections of city facilities, to ensure that work is performed according to specifications and standards.
- Responds to and investigates problems and complaints regarding assigned services and tracks responses to ensure resolution.
- Maintains inventories of supplies and makes purchase recommendations for new supplies and equipment. Assists with departmental budget creation and monitors budget activity.
- Oversees the monitoring, maintenance, and repair of facilities, vehicles, tools, machinery and equipment, ensure specification compliance.
- Recommends replacement and acquisition needs. Assists in the preparation of bid specifications for additional or replacement equipment.
- Prepares daily and monthly operations, maintenance, and repair reports to include: updating and maintaining files and records; compiling department billing; and determining the information and data is accurate;
- Assists with preparing departmental budget proposals and Capital Improvement Plans;
- Tasks are multiple and diverse with some interrelationship across processes. Handles some unrelated functions.
- Performs other duties of a similar nature or level.

Knowledge, Skills and Abilities:

- Knowledge of methods, materials, tools, and equipment used in installation, operations, construction, and maintenance of City buildings and facilities:
- Knowledge of and skilled in supervisory principles including interviewing, training, and performance management techniques;
- Skilled in customer services techniques;
- Knowledge of and familiarity with applicable hazards and safety practices;
- Ability to communicate effectively both verbally and in writing;

- Knowledge of computers operations and software applications and programs; variety of office equipment;
- Ability to maintain files, records, inventories;
- Ability to diagnose and repair inoperative department systems;
- Ability to read and comprehend maps, diagrams and regulations;
- Knowledge of city geography and street locations;
- Knowledge of environmental standards and compliance requirements in Weed and Vector Control;
- Ability to interact with State and Federal Regulatory Agencies
- Knowledge of building systems maintenance and operation, HVAC, Electrical, Plumbing and Boiler systems, grounds and cemetery maintenance;
- Knowledge of forestry practices; vector control and weed control techniques;
- Ability to monitor staff and schedule work assignments;
- Familiar with asset management program.

Judgment/Decision Making:

- Develops objectives, policies and procedures for and maintenance of Building and Grounds within the general scope of the departments goals and plans.
- Exercise independent judgment in normal day-to-day operations. Solve complex issues under the direction of supervisor;
- Decisions must be accurate to ensure safety of employees and the public;

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Organizes and supervises the work activities and daily operations of staff.
- Makes recommendations for personnel issues such as hiring, training, performance reviews, and discipline.

Relation to Others:

- Position requires substantial contact on a regular basis with employees of several city departments, along with the public. Contact with the public usually will involve explaining city policies and procedures.
- Entrusted with sensitive information relating to employees and/or city policies or functions.
- Use interpersonal and communication skills to establish and maintain internal and external relationships.
- Be innovative and creative to meet the needs of the citizens of the city.
- Make presentations to small groups of employees or the general public as requested. Responds to informational inquiries.

SKILLS

Education and Experience:

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- Associate's Degree in Business Administration, Building Maintenance Technology or similar area.
- Three to five years directly related experience, with one to two years leadership or supervisory experience or other qualifications that demonstrate strong decision making skills, excellent interpersonal communication and conflict resolution skills, and ability to successfully supervise, motivate, correct, train and evaluate assigned staff.
- Or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License
- North Dakota Class B Commercial Driver's License. Minimum requirements: Automatic Transmission and Air Brakes
- Vector Control Certification Commercial Pesticide Applicator Certification with applicable endorsements (Ground Core, Right Way, Ornamental Turf)
- NIMS-ICS Certifications: 100, 200, and 700
- APWA Facility and Grounds Certification

WORKING CONDITIONS

Environment:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.
- May be required to work on call, overtime, weekends and holidays; in all weather conditions; may occasionally work under hazardous conditions; on congested roadways, obstructed roads. Will work around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work. Most work will be performed outdoors.
- May be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noises.
- Heavy Work: Exerting up to 100 pounds of forces occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Classification: Grade 17 (PW-17) **FLSA:** Non-Exempt
Created and updated to new format: 2/6/13 12/11/13, 2/21/16
Approved by CSC: 2/8/13, 12/13/13, 2/23/16
Updated: 5/7/19, 2/14/22 by Dave Clem, Director Zuroff, HR Nameniuk – Change title Chief Facility Operator to Supervisor Buildings &Grounds, 4/26/23 grade from 15 to 16 for 2023 budget by Aaron Praus, Director Zuroff, HR Nameniuk; 12/21/2023 – Changed grade level per commission approval of wage study and 2024 budget SN. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.
Approved by City Commission: 5/2/2023