



JOB DESCRIPTION

JOB TITLE:	Building & Grounds Supervisor	FLSA:	Non-Exempt
DEPARTMENT:	Facilities	GRADE:	M2
REPORTS TO:	Facilities Director	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for responsible for coordinating assignments, direction, and completion of work of skilled and semi-skilled staff in a multi-craft environment, including the installation, maintenance and repair of mechanical, electrical, electronics, HVAC, plumbing, detention facility systems, security and grounds elements of County buildings and facilities.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) 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.

- Plans, organizes, coordinates, assigns direction, provides training and work reviews of assigned staff and outside contractors; provides input to Director during the preparation of employee performance evaluations to ensure accurate and meaningful feedback/coaching; participates in the interview and hiring process; organizes and assigns work, sets priorities, and follows-up to ensure coordination and completion of assigned work; ensures that proper safety practices are followed and appropriate equipment used.
- Ensures compliance with County and departmental policies and procedures.
- Builds professional working relationships with management, employees and vendors; attends and represents the County in various Citizen Advisory Board meetings as needed.
- Assists the Director in developing, justifying and administering the budget for the Building and Grounds Division; assists with the purchasing and accounting of property, equipment and supplies; advises on matters concerning facility related activities; furnishes technical advice on facility projects and related matters.
- Works with management and vendors in providing estimates of staff hours, materials, tools and equipment needed for work assignments; orders and picks up materials and supplies from outside vendors as appropriate; prepares cost estimates for job(s).
- Develops and administers a facilities maintenance and project schedule for County buildings and grounds; assists in project oversight of existing and new/improved facilities.
- Performs skilled and semi-skilled craft work in the installation, maintenance and repair of mechanical, HVAC, electrical, plumbing, electronics, security, and related facility systems and components.
- Supervises contracts and work of vendors and subcontractors; inspects work and approves payment.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



BUILDING & GROUNDS SUPERVISOR

ESSENTIAL FUNCTIONS: (continued)

- Maintains and services a variety of test equipment including hand and power tools; keeps inventory of frequently used supplies and hardware; orders supplies as required.
- Maintains records of work performed and materials used.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School diploma or GED AND successful completion of an apprenticeship program in one of the following fields: mechanical heating & air conditioning, electrical, plumbing; AND four (4) years of skilled experience in the installation, maintenance, and repair of building operating systems and facilities; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of contract and project management.
- Principles, methods and materials used in a variety of mechanical and electrical installation, maintenance and repair work.
- Operation and maintenance of a variety of hand, power and shop tools used in a variety of trade areas.
- Safe work methods and safety regulations pertaining to the work.
- Shop mathematics.
- Job estimation and planning principles and practices.
- Practices of plumbing, mechanical, electrical and carpentry trades.
- Basic record keeping practices.
- Standard office practices and procedures, including filing and the operation of standard office equipment.



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Skill in:

- Communicating effectively in oral and written forms.
- Planning, directing and reviewing the work of others on a project or day-to-day basis.
- Performing skilled and semi-skilled maintenance and repair to a variety of mechanical, electrical, HVAC and other facility operating systems.
- Operating and maintaining specialized tools and equipment of a variety of mechanical, electrical and facilities maintenance trades.
- Measuring and calculating angles, lengths and volumes.
- Designing, laying out and preparing sketches for varied construction and maintenance jobs.
- Estimating necessary materials and equipment to complete assignments.
- Safely using and maintaining hand and power tools related to the work.
- Maintaining accurate records of work performed.
- Reading and interpreting manuals, specifications, drawings and blueprints.
- Using initiative and independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Driver's License, CDL preferred.
- OSHA 30 certification.
- Aerial device certification, of the type(s) operated by Lyon County, within (6) months of date of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein 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 individuals with disabilities to perform the essential functions.

Mobility to work in a typical shop or related maintenance setting, including operating typical trade equipment, hand and power tools and standard office equipment, and to drive a motor vehicle to various work sites; stamina to stand, walk and climb and to work in confined or awkward spaces for an extended period of time; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed materials and computer screen; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to exposure to extreme weather conditions, hazardous chemicals, electrical currents, gases, dust and noxious odors. Work is subject to performance in a detention facility.