TITLE:	**Building and Grounds Supervisor**	**JOB CODE:**	1211
PREPARED:	6/30/03	**FLSA:**	Exempt
UPDATED:		**REVISION #:**	

Summary: Under general supervision, performs a variety of administrative, supervisory and skilled tasks in the maintenance and operation of County-owned buildings and grounds.

Distinguishing Characteristics: This is the first-line supervision for building and grounds administration; reports to the County Manager.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, 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. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Supervises assigned operations; plans and organizes work assignments; trains, motivates and evaluates subordinate staff; reviews progress of staff and directs changes as needed.
- Provides fiscal controls so that assigned areas of responsibility so that operations are within established budgets; monitors revenues and expenditures; prepares annual budget requests; insures effective use of budgeted funds, staff, materials and facilities.
- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other County departments and external agencies as necessary.
- Conducts inspections and analysis of heating, cooling, air handling, lighting, plumbing, electrical, security and other buildings and landscaping systems to determine the most cost effective strategies for maintenance, repair or replacement.
- Projects needs for equipment, materials and supplies; participates in the planning of building or capital improvement projects; prepares specifications, estimates and bids for machinery, equipment and contractor services; and inspects services by contractors and vendors to assure quality standards and performance.
- Prepares and maintains various written records and reports at various intervals.
- Performs troubleshooting of complex heating and cooling system problems or malfunctions and directs or personally makes repairs.
- Operates various motorized equipment in the repair and construction of buildings, structures and facilities.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of the principles, practices, methods and techniques of skilled building and grounds maintenance and repair.
- Knowledge of the principles and practices of effective employee supervision.
- Knowledge of the principles and practices of budgeting and records management.
- Knowledge of County policies, procedures, rules and regulations.
- Skill in reading and interpreting blueprints, diagrams, sketches and drawings.
- Skill in establishing and maintaining effective working relationships with subordinates, peers, supervisors and the general public.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- Associate Degree in Engineering, Construction and Maintenance or closely related field.
- Four years of experience in building and grounds maintenance and repair, with a minimum of two years of supervisory experience.
- Safety trainer certification.
- Class 3 asbestos certification.
- Forklift operator certification.
- Blood borne pathogen certification.
- Possession of a valid State of Nevada Class A Driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures; may be subject to working in confined spaces.
- May be exposed to hazardous chemicals, waste or materials.
- Subject to standing, walking, sitting, bending, reaching, kneeling, and lifting heavy objects up to 100 pounds.

Equipment and Tools Utilized:

- Special Equipment includes motorized vehicles and equipment, power and hand tools, testers, meters, laser level, concrete and dry wall tools, jack hammer, welder, and compressor.