

JOB DESCRIPTION
Facilities and Grounds Supervisor
Code Number: 40002

GENERAL PURPOSE

Under general direction, plans, assigns, directs and inspects the work of personnel involved in the construction, maintenance, repair and servicing of buildings, facilities and landscaped areas; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class provides first-line supervision, technical assistance and training to a staff of building and grounds maintenance personnel. Incumbents are responsible for assisting the manager in formulating and developing unit goals and objectives, supervising assigned personnel and directing day-to-day activities. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines. Work and results are reviewed through inspection and analysis of records, reports and completed work orders.

The class is distinguished from the lower class of Building and Facilities Crew Leader in that the former is a full first line supervisor. It can be further distinguished from the higher class of Field Services Manager by that classification's managerial and administrative responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Participates in the selection and training of personnel engaged in the maintenance and repair of District buildings, facilities and landscaped areas.

Plans and evaluates the performance of assigned personnel; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; subject to management concurrence, takes disciplinary action to address performance deficiencies, in accordance with District personnel rules, policy and labor contract provisions.

Provides day-to-day leadership and works with staff to ensure a high performance, customer-oriented work environment that supports achieving the department's and the District's mission, strategic plan, objectives and values.

Participates in the preparation of budget recommendations, authorizes the purchase of materials and monitors work activities and expenditures to control costs.

Schedules, coordinates and supervises the work of personnel engaged in the construction, alteration, modification, maintenance and repair of buildings, facilities and District-owned landscaped areas.

Monitors, inspects and evaluates the performance of contractors engaged in the construction, maintenance and repair of District grounds and facilities; ensures contractor performance complies with contract provisions, specifications and standards; prepares specifications and plans for new projects to be performed by District personnel or contractors; monitors contractor activities to ensure compliance with applicable laws and regulations.

Repairs subsidence over District pipelines in public streets.

Cleans, repairs, maintains and constructs ponds, reservoirs, drainage ditches, right-of-way access roads and asphalt paving.

Provides traffic control and support for District crews engaged in pipeline distribution system repairs, including delivery of materials, equipment, road base and asphalt.

Provides technical assistance to staff.

Instructs and provides for the training of staff in work methods, use of tools and equipment and relevant safety precautions.

Inspects and evaluates work being performed; identifies problem areas and directs remedial action.

Responds to inquiries and complaints from user departments.

Prepares and maintains a variety of records and reports, including time cards, worksheets, accident reports and maintenance requests.

Recommends special work or necessary equipment maintenance; reviews completed work.

Schedules and coordinates activities with user departments and divisions.

Responds to emergency situations as necessary.

Ensures the timely completion of preventive maintenance programs.

Submits requisitions for necessary tools, equipment and supplies.

Researches new operational methods, techniques and equipment and recommends their application.

Responsible for carrying out the District's safety program; insures subordinates follow safety policy in work methods and procedures; enforces proper safety precautions while working in dangerous situations; educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment.

Directly supervises skilled and semi-skilled craft workers assigned to section activities.

Researches new operational methods, techniques and equipment and recommends their application.

Reviews or prepares plans and specifications for contract work and inspects work performed to determine compliance to standards.

Develops, reviews and updates written maintenance instructions and schedules.

Attends meetings with other departments and District staff.

May participate in long-term planning to assess future needs.

Performs related duties as assigned.

BALDRIGE RELATED DUTIES

Supports and promotes the application of Malcolm Baldrige principles in the oversight of operations within the business unit.

Assists in the development and maintenance of best practice in unit work processes and supports the philosophy of continuous improvement.

Develops and monitors team and individual performance measures, ensuring that they align with District's Strategic and Operational Plans.

Ensures a thorough understanding of the Strategic Planning Cycle and participates in its development and deployment.

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DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Civil engineering practices in soil compaction and road construction; principles, methods and equipment used in facilities earth work construction, maintenance and repair work; safety practices, safe work methods and safety regulations pertaining to the work; computer applications related to the work; codes, ordinances and regulations pertaining to the work; office and records management practices and procedures; principles and practices of sound business communication; principles and practices of effective supervision; understand, interpret, explain and apply District, local, state and federal laws and regulations applicable to areas of responsibility; District personnel rules, policies and labor contract provisions.

Ability to:

Plan, organize, estimate, coordinate, assign, review and evaluate the work of others; select, motivate and evaluate staff and provide for their training and development; identify and implement effective courses of action to complete assigned work; read and interpret plans, specifications and manuals; exercise sound independent judgment within general policy guidelines; establish and maintain effective working relationships with all levels of District management and staff; use tact, discretion and diplomacy in dealing with sensitive situations and concerned people and customers, both internal and external.

Baldrige Based Knowledge and Abilities

Knowledge of:

Principles of managing by fact and organizational and personal learning; familiar with process mapping and structured problem solving; theoretical and practical knowledge necessary to develop and monitor individual performance standards, and insure they align with key performance measures for the unit.

Ability to:

Maintain and utilize process flow charts for key processes, with performance standards related to customer and stakeholder needs; validate customer

requirements; create a workplace that values employees, encourages their development, values their participation, and encourages innovation; create an environment of continuous improvement and to ensure business unit results consistent with expectations in key performance measures.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and six years of experience in facilities construction and maintenance, of which four years included responsibility for leading the work of others; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license, Class C, and the ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand, climb or balance, stoop, kneel, crouch or crawl; talk or hear; and walk or sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; deal with changing, intensive deadlines; and interact with officials and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee occasionally works in outside weather conditions, near moving mechanical parts, and is exposed to wet and/or humid conditions. The employee may occasionally be exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is occasionally loud.

FLSA DETERMINATION: Meets executive exemption from overtime.