

**BANNOCK COUNTY**  
**CLASS SPECIFICATION**

**BUILDING AND GROUNDS SUPERVISOR**

Department: Building and Grounds  
FLSA Designation: Non-Exempt

Pay Grade: 11  
Effective Date: 10/04, 2/08, 8/09

**Purpose of Class**

Supervises and performs County building maintenance, grounds, and construction; performs related work as required.

**Primary Function**

The primary function of the Building and Grounds Supervisor is to manage and supervise the maintenance, repair, inspection, service, and construction of County buildings and grounds, including equipment, machinery, utilities, and related systems. Duties include budgeting, personnel management, scheduling, and planning and estimating material and equipment needs. The work is performed under the supervision of the County Commissioners. The principal duties are performed in a public building environment, detention facilities and outdoors and may include working on rooftops and in adverse weather conditions and hazards involving the use of power tools and equipment.

**Essential Duties and Responsibilities (will vary by assignments)**

- Sets long-range and short-range maintenance and care schedules for County buildings and grounds;
- Sets priorities and organizes resources, including personnel, equipment, and materials, to accomplish maintenance and care schedules;
- Oversees daily maintenance operations with on-site inspections, generating work orders and supervising their completion;
- Responds to inquiries and needs expressed by the public, contract vendors, and supervisors regarding facility maintenance issues;
- Supervises employees and staff, including hiring, employee evaluations, and training of new hires and current employees in safe maintenance and operation standards;
- Supervises and performs scheduled maintenance, repair, and installation work on electrical, heating, air conditioning, ventilation, and plumbing systems;
- Supervises and performs maintenance, repair, and construction work on County buildings, including remodels;
- Troubleshoots, repairs, and maintains electrical and plumbing systems;
- Troubleshoots, repairs, and maintains sprinkler and irrigation systems;
- Performs painting and graffiti removal duties;
- Performs maintenance and repair work on restrooms and facilities;
- Maintains grounds, including sidewalks, parking lots, common areas, and planting areas, by picking up litter and trash, mowing grass, weeding planting areas, and irrigating;

- Performs snow removal duties, including sanding and salting walkways;
- Prepares bid specifications and cost estimates for contractors and vendors;
- Monitors work of contract vendors and contractors, including construction and improvement projects, for compliance and completion;
- Prepares required reports and maintains performance and maintenance records;
- Monitors expenditures to stay within budget and assists in setting budget priorities;
- Determines Department annual budget, policies and procedures, and employee scheduling, training, and supervision;
- Determines periodic (weekly, monthly, annual) maintenance schedule;
- Determines long-range maintenance, repair, and remodel projects;
- Assists in long-range construction and capital improvement planning;
- Administers employee safety and building and facility inspection and safety programs;
- Works with local, state and federal agencies with inspections, construction and equipment;
- Schedules and monitors work projects performed by inmate and community service crews;
- Obtains cost information and approves requisition and purchase of supplies and equipment;
- Performs inventory control duties, including ordering supplies and negotiating with vendors;
- Performs bookkeeping duties and monitors accounts receivable and payable;
- Performs all work duties and activities in accordance with County policies, procedures, and safety policies.

#### **Other Duties and Responsibilities**

- Performs the duties of subordinates, as needed;
- On call after regular work hours to respond to emergency situations;
- Performs other related duties as required.

#### **Competency Requirements**

Knowledge of:

- Methods, materials, tools, techniques, and standard practices for maintenance of facilities, systems, grounds, and equipment;
- Plant and turf care, including fertilizer, herbicide, and pesticide application use and schedules, disease and predator control, and related polices for ongoing care;
- Building trade skills, including but not limited to, HVAC, plumbing, pneumatic, and electrical systems;
- Welding and fabrication methods and techniques;
- Methods, materials, tools and standard practices regarding painting, plumbing, electrical, and construction and repair related to interior and exterior building maintenance, repair, and remodeling;
- Applicable electrical, plumbing, and construction codes;
- Bookkeeping and office accounting principles and procedures;
- Record keeping and filing practices and procedures;

- Federal (EPA) and other applicable regulations on application, handling, and disposal of pesticides, herbicides, fertilizers, and other hazardous chemicals;
- Federal (OSHA) regulations and County policies governing safe work practices;
- Applicable federal and municipal building codes, including federal ADA requirements.
- Employee supervision, training, evaluation, and hiring methods.

Ability to:

- Operate power equipment, including but not limited to, drills, saws, rivet gun, grinder, and related equipment;
- Operate hand tools;
- Operate a welder;
- Operate a motor vehicle including snow removal equipment;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Comprehend blueprints, schematics, diagrams, and drawings;
- Understand and follow oral and/or written policies, procedures and instructions;
- Maintain records efficiently and accurately and to prepare clear and concise reports;
- Research technical information and data and prepare recommendations and reports;
- Maintain records efficiently and accurately;
- Prepare oral and written reports and maintain system performance records;
- Supervise, train, and evaluate assigned employees and workers;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Perform duties accurately and efficiently under time sensitive deadlines;
- Establish and maintain effective working relationships with other County employees, supervisory personnel, local elected and appointed officials, and the public;

**Acceptable Experience and Training**

- High school diploma or GED equivalency is required; and
- Five (5) years facility maintenance experience, including HVAC system experience, is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Special Qualifications**

- Idaho drivers license is required;
- Level I Building Operator certification may be required.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and alarm and warning systems, including backup alarms, and communicate in person and by telephone;

- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, work orders, and blueprints, drawings, and related documents;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a variety of power and hand tools and to make adjustments to equipment, operate a motor vehicle, and operate standard office equipment;
- Sufficient strength to lift objects over 50 pounds and lift/move up to 100 pounds occasionally;
- Sufficient body flexibility, agility, and balance to perform maintenance and repair operations which require working in confined spaces, climbing on ladders and power lifts, and to work in a building maintenance environment