

City of Imperial Beach
POSITION DESCRIPTION

Title: Grounds & Facilities Supervisor
Department: Public Works
Division: Grounds & Facilities

GENERAL PURPOSE

Performs a variety of administrative, supervisory, skilled and semi-skilled tasks in maintenance and operations of buildings, grounds, parks, open space, recreation structures, and anti-graffiti activities.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Superintendent.

SUPERVISION EXERCISED

Supervises parks maintenance workers, facility maintenance worker, buildings custodian, and graffiti coordinator and temporary employees as required. Also provides direction to contracted inmate services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans and carries out and evaluates janitorial and preventative and corrective maintenance schedules for all division equipment and facilities either personally or through assigned staff or through outside vendors.
- Conducts analysis and inspection of electrical, heating, cooling, irrigation, lighting, plumbing and other grounds and building systems to determine the most cost-effective means of maintenance, repair or replacement.
- Assigns, supervises and evaluates the work of building custodian(s), building maintenance worker(s) and, parks and maintenance worker(s), Enforces policies, regulations, safety and health standards.
- Assists in the planning and coordination of building, and parks and recreation capital improvement projects.
- Assists in the administration of the grounds and facilities budget in conformance with adopted policies and procedures.
- Regularly inspects assigned grounds and facilities. Develops corrective action plans and/or maintenance programs from these inspections as necessary.
- Oversees mowing, trimming, edging, seeding, fertilizing, top dressing, soil conditioning, watering, pest, and weed control of City's parks and open spaces.

City of Imperial Beach
Grounds & Facilities Supervisor
Page 2

- Opens and closes, locks and unlocks City facilities as needed.
- Reviews plans and specifications of work to be done. Determines, calculates and secures (or directs securing of) the appropriate materials and supplies for a specific project.
- Inspects work in progress and upon completions. Provides written and/or oral instruction based on observation of works exactness, neatness, and conformance to policies and procedures.
- Supervises general clean up and maintenance work. Maintains harmony among workers.
- Performs skilled or semi-skilled tasks in electrical, heating, cooling, irrigation, lighting, plumbing and other grounds and building systems either personally or through assigned staff or through outside vendors.
- Assures that tools and equipment are properly maintained and in proper working condition.
- Assists in Grounds and Facilities Division preparation of job estimates and establishment of priorities.
- Maintains records and prepares reports of work activities.
- Enforces safety regulations.
- Investigates complaints regarding grounds and facilities division and takes appropriate action.
- Trains, instructs, and assists in the evaluation of workers.
- Coordinates division activities with other divisions and departments and agencies as needed.
- Responds to emergencies after regular working hours.
- Directs special work crews to accomplish building, and park upkeep.
- Generates invoices, work requests, associated follow-up, and other actions using the City's data base management computer system.

PERIPHERAL DUTIES

Performs some or all of the duties of a Building Maintenance Worker II, Parks Maintenance Worker II, as required.

DESIRED MINIMUM QUALIFICATIONS

Education & Experience

Equivalent to graduation from high school and three (3) years of responsible experience in some combination of the construction and maintenance of buildings and, city parks, and including electrical, plumbing, painting; landscaping; heating and air conditioning, lighting, janitorial and roofing. Experience in budgeting and budget management. Experience in other related types of Public Works tasks.

KNOWLEDGE OF

Working knowledge of methods, materials, equipment and practices involved in public works maintenance and improvement activities, including those concerned with buildings, and parks. Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities. Working knowledge of heavy equipment operation. Working knowledge of pest control operations. Skill in the operation of the listed tools and equipment. Budget development and administration; basic public relations principles and techniques; applicable codes and regulations and, the professional standards of the field; appropriate safety precautions and procedures.

ABILITY TO

Ability to establish and maintain effective preventive maintenance programs, policies and procedures. Ability to maintain effective accounting procedures. Ability to carry out assigned projects to their completion. Ability to communicate effectively verbally and in writing. Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public. Ability to supervise the work of skilled and semi-skilled workers. Ability to inspect public works activities. Ability to assist in budget development and control. Demonstrated ability to schedule, supervise and assist with the evaluation of staff assigned. Ability to use computerized data management systems.

TOOLS AND EQUIPMENT

Motorized vehicles for driving and operating purposes; power and hand tools and equipment for carpentry, heating and air conditioning, flooring, roofing, painting, plumbing, irrigation, electrical, and cement finishing work; janitorial tools including floor buffers, steam cleaners, washers, vacuums, mops, brooms, personal computer, including word processing software, and data management programs, calculator, copy and fax machine; phone; mobile or portable radio.

PHYSICAL DEMANDS

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

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

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee regularly works near moving mechanical parts in both internal building structures and outside environments. The employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment will occasionally be loud.