POSITION DESCRIPTION **Position Number: 322035**
Building and Grounds Superintendent
Bureau of Building Management - Facilities Management Group 1
Division of Facilities Development & Management

POSITION SUMMARY

Under the general supervision of the Assistant Director, the Building and Grounds Superintendent position supervises bureau employees and outside contractors involved in the repair, maintenance, grounds care, and operation of assigned FM Group 1 buildings. This position also assists the Assistant Director in planning, budgeting, contracting, operations, directing building engineering activities, and serves as the liaison to the tenants of all buildings assigned to this position. Maintains and operates an electronic work request/order system to keep inventory, assign and track work orders/requests to staff, and maintain and update the preventative maintenance program.

GOALS AND WORKER ACTIVITIES

45% A. Direct building engineering operations involving a variety of maintenance, repair, remodeling and construction activities in all buildings assigned to the section (Facilities Management Group). Assist the Assistant Director in the management of the buildings assigned.

A1. Organize and implement a preventative maintenance program, which will include all building mechanical, electrical, and plumbing systems as well as building envelope, structural conditions, and associated equipment.

A2. Monitor, assign, and track work orders maintained in facilities management software system and establish maintenance and preventative maintenance program standards.

A3. Assist in the development of specifications and standards for property management, grounds maintenance, and other contracts.

A4. Maintain inventory and order required materials, supplies, and tools.

A5. Conduct regularly scheduled building inspections about building conditions, quality of workmanship, materials used, contract janitorial work, and conditions of equipment.

A6. Determine the scope of work and estimated cost of maintenance and improvements requested by the tenants.

A7. Monitor and enforce all health and safety standards as pertains to subordinates, building occupants, outside contractors, and visitors.

A8. Maintain effective working relationships with tenants, transient engineers, architects, contractors performing construction, and maintenance activities in the assigned buildings.

A9. Supervise the implementation of work objectives and priorities and develop, analyze, and prioritize construction budgets and prepare for and solicit bids for construction projects and repairs.

A10. Monitor the work of contractors to ensure the specifications are adhered to and audit all payment requests for accuracy.

25% B. Supervise, direct, and assist bureau employees and contractors involved with remodeling and construction projects, repairs, and maintenance.

B1. Recommend the hiring, transfer, suspension, promotion, evaluation, discipline, and adjustment of grievances of subordinate employees. Hear first-step grievances and recommend higher disciplinary action when necessary.

B2. Determine and assign needed workforce or contractors for specific preventative maintenance tasks and work with employees in all aspects of daily building operation.

B3. Develop employee performance standards and training programs.

B4. Maintain and monitor employee time reports, work and vacation schedules, and authorize leave time.

B5. Plan, schedule, and assign work to subordinate employees and outside contractors.

20% C. Perform administrative operations, respond to tenant requests, write reports, keep records, supervise employees, purchase goods, and monitor expenditures of subordinates and assist the Assistant Director in the planning, budgeting, and management of the buildings assigned.

C1. Report to the Assistant Director the status of construction projects.

C2. Act as liaison between the tenant agencies and contractors. Maintain and promote tenant relations. Implement corrective action to tenant agency coordinators' concerns. Respond to tenant inquiries and make immediate decisions on situations in need of emergency action and repair. Report on all tenant, employee, and contractor relations.

C3. Manage the automated work order system and issue work orders to employees or contractors for ordinary and preventative maintenance and for requests from the tenants.

C4. Review Facilities Development and contracted consultant plans and specifications concerning major projects.

C5. Act as the Bureau's representative and coordinate maintenance, repair, and remodeling contracts with building tenants, contractors, and the Bureau of Architecture and Engineering.

C6. Maintain an effective working relationship with agency space managers and computer center staff.

C7. Plan and schedule building maintenance and remodeling activities and provide building maintenance and repair estimates.

C8. Monitor unit budget and forecast contract labor, maintenance supplies, and capital equipment needs for inclusion in annual and biennial budgets.

C9. Assist in developing requests for proposal for contract services. Monitor the performance of contractors to ensure that the specifications and standards are met. Assist in resolving contract disputes.

C10. Prepare purchase requisitions, specifications, and price quotations. Recommend bidders to facilitate procurement of goods and services. Keep accurate records of all inventories. Approve invoices, track expenditures, and promptly forward all invoices for payment.

5% D. Create reports and conduct training in the use of work order system software and management performance of section.

D1. Assist with training subordinate maintenance staff in the proper operational use of the work order management software (Computerized maintenance management system - CMMS).

D2. Provide oversight and management of staff subordinate's individual and productivity performance metrics.

D3. Other work assigned may include tasks not specifically enumerated above which are of similar kind and level.

5% E. Compliance with Agency Policies & Goals.

E1. Maintain and promote a discrimination and harassment-free work environment.

E2. Participate in agency and work unit diversity and EEO/AA activities.

E3. Demonstrate respect for people regardless of race, creed, age, sex, gender identity, sexual orientation, disability, religion, belief, national origin, and all other state or federal protected classes.

E4. Respectfully regard differing viewpoints and opinions of colleagues and customers.

E5. Actively seek out and incorporate diverse groups into decision making processes (e.g. hiring panels, workgroups, work activities, etc.).

E6. Encourage and support a diverse and inclusive working environment in the department.

<u>Knowledge, Skills and Abilities</u>

1. Knowledge of effective supervisory, team building, and leadership techniques.
2. Ability to manage work duties by planning, prioritizing, scheduling, and expediting requests.
3. Ability to manage office document records electronic and paper as they apply to personnel, purchasing, budgeting, contracts, and communications.
4. Ability to read and understand operation manuals, technical drawings, blueprints, and related documents, and basic mathematical skills.
5. Knowledge of preventative maintenance programs and the ability to effectively utilize computerized maintenance programs, as well as mechanical principles, equipment, methods, techniques, and

terminology used in operation, maintenance, and repair of the mechanical and electrical systems of buildings including plumbing, electrical, heating, air conditioning, refrigeration, and controls, etc.

6. Knowledge of methods, materials, and equipment use in building construction, codes and standards related to building, fire safety, electrical, and plumbing systems, elevators, etc.
7. Knowledge of occupational hazards and safety precautions related to maintenance operations.
8. Knowledge of construction materials, material/labor costs, estimating programs, and estimating resources and construction and remodeling concepts.
9. Knowledge of principles and practices of administrative management including budgeting and planning, cost analysis, purchasing control, materials management, and resource allocation.
10. Proficient computer skills in applications for Microsoft Word, Excel, Access and related databases.
11. Effective verbal and written communication skills.
12. Preferred knowledge of historical structures.

Special Requirements:

Physical Demands: Ability to grasp, lift and/or carry tools, equipment or supplies, up to 50 pounds on an as needed basis, physically be able to work in various positions with or without accommodation (e.g. with arms above your head for periods of time; bending, twisting, crawling, squatting, climbing, stooping, or kneeling; on scaffolding, ladders or stairs; standing, sitting or walking, while continuously performing job functions, & ability to wear protective equipment, e.g. hearing, foot, or eye protection, etc.)

Working conditions and environment: Physically be able to work in various environments without adverse physical reaction, (e.g. within extreme temperature ranges; in hot, noisy, dirty or dust-filled areas; at heights above 30 feet, etc.)

- Ability to lift 50 lbs., with or without assistance, and stoop, crawl under or over equipment and other non-standard height spaces.
- Ability to work on-call 24/7 and some nights and weekends to respond to critical building issues.
- Valid driver's license and the ability to meet DOA Fleet standards to drive state-owned vehicles for the performance of job duties or ability to provide one's own transportation.