

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

BUILDINGS/GROUNDS SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code for making classification decisions relative to present and future supervisory positions which function as Buildings/Grounds Supervisors. This classification specification is not intended to identify every duty which may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses supervisory positions which are responsible for directing some or all of a buildings and grounds maintenance and repair program. Positions allocated to this classification must meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats, as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not supervise some or all of a building and grounds’ maintenance and repair program for a majority of the time.
3. Positions which supervise the largest and most complex buildings and grounds maintenance and repair program or the largest and most complex building maintenance and repair program for a majority of the time and are more appropriately classified as Buildings/Grounds Superintendent.
4. Positions which perform duties and responsibilities for a specialized portion of a buildings and grounds maintenance and repair program for a majority of the time, and are

more appropriately classified as Power Plant Superintendent, Crafts Worker Supervisor, Custodial Services Supervisor, or similar supervisory title.

5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competitive examination.

II. DEFINITION

BUILDINGS/GROUNDS SUPERVISOR

This is responsible work related to the supervision of a buildings and grounds maintenance and repair program. Positions allocated to this classification may be responsible for the overall buildings and grounds program at an institution, university, building complex, or other physical plant, or for a portion of the overall program. The maintenance and repair program may include any of the following: power plant; water treatment and/or sewage disposal operation; water, steam, and/or electrical distribution systems; mechanical, electrical, electronics, and pneumatic systems; heating, cooling, and ventilation systems; grounds maintenance; custodial services; and automotive maintenance and repair. Work is performed under general supervision.

Examples of work performed include any combination of the following, but are not limited to:

- Advise on construction and remodeling work.
- Conduct on-the-job training programs.
- Develop and implement a preventative building maintenance program.
- Investigate damage and inspect work after repairs have been completed, ensure proper and timely completion.
- May direct students or other limited-term employees, and/or inmates of correctional facilities.
- May participate in maintenance and repair activities.
- Participate in budget development.
- Perform the duties of the Building/Grounds Superintendent in their absence.
- Plan and direct the maintenance of roads, parking lots, and pedestrian walkways.
- Plan and schedule work assignments.
- Plan and direct grounds maintenance activities, including the care of landscaped plants and recreational and/or athletic turf.
- Plan and/or direct a greenhouse operation, waste and recycling program, window-washing program, snow removal program, custodial operation, pest control program or similar operation or program.
- Prepare and maintain reports, records, and personnel documents.
- Recommend the purchase of services, supplies, materials, and new equipment.
- Supervise staff including administrative support staff.
- Supervise the adjusting and calibrating differential of pressure gauges, hygrometers, thermostats, and master and sub-master regulators.
- Supervise the maintenance and repair of fleet vehicles and trucks, including oil changes, brake and exhaust system replacements, and engine tune-ups.
- Supervise the repair and construction of furniture, and installation of drapes and carpets.
- Supervise the testing, treatment, and maintenance of swimming pools and cooling towers.

Representative positions:

Department of Administration, Division of State Facilities, Bureau of Building Management Hill Farms - Outstate: Under general supervision, responsible for the maintenance and operation of the Green Bay State Office Building, including preventative maintenance programs, mechanical systems, grounds maintenance, repair and remodeling projects, fiscal management, and tenant relations. Position supervises mechanical maintenance, facility repair, custodial, and contracted trades personnel.

Department of Corrections, Division of Adult Institutions, McNaughton Correctional Center: Under the general supervision of a Financial Program Supervisor and the day-to-day supervision of the head of the McNaughton Center, administers, plans, implements, and supervises preventative and corrective maintenance for eight northern sector correctional centers, including buildings, support equipment, water supply, sewage disposal, and grounds maintenance.

Department of Corrections, Division of Adult Institutions, Waupun Correctional Institution: Under the general supervision of the Buildings/Grounds Superintendent, supervise preventative maintenance, repair, and construction, inspect completed work, review work orders, instruct staff, participate in project planning, estimate project materials and man hours, coordinate inter-departmental project construction plans, provide accounting and record keeping of supplies and materials, and submit requisitions for supplies.

University of Wisconsin-Stout, Physical Plant Department: Under the general supervision of the Buildings/Grounds Superintendent, functions as the grounds supervisor for UW-Stout. The position plans, schedules, and directs the activities of personnel engaged in grounds maintenance, and makes long-range planning recommendations regarding fiscal needs, construction, maintenance and repair of secondary roads and parking lots, athletic areas, and campus landscaping.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. SPECIAL REQUIREMENTS

A valid Wisconsin driver's license, commercial driver's license, and/or a pesticide applicator certification may be required for some positions.

V. ADMINISTRATIVE INFORMATION

This classification was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe positions which are responsible for supervising some or all of a buildings and grounds maintenance and repair program. This classification replaces the Superintendent of Buildings and Grounds 1, 2, and 3; Grounds Supervisor; Campus Services Supervisor; and Environmental Services Supervisor classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications. This specification was modified effective June 25, 2006 and announced in Bulletin OSER-0107-MRS/SC as a result of the Facilities Repair and Maintenance Mechanic Survey. This specification now includes duties previously performed by Maintenance Supervisors.

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