

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

BUILDINGS/GROUNDS SUPERINTENDENT

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 Superintendents. 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 the largest and most complex buildings and grounds maintenance and repair program at an institution, university, building complex, or other physical plant; **OR** the most complex building maintenance and repair program at a building complex or university. Positions allocated to this classification must meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats., **AND** must supervise buildings and grounds maintenance and repair programs similar in complexity to the representative positions identified in the “Definition” section of this specification.

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 the largest and most complex buildings and grounds maintenance and repair program at an institution, university, building complex, or other

physical plant; **OR** the most complex building maintenance and repair program at a building complex or university.

3. Positions which supervise some or all of a buildings/grounds maintenance program for a majority of the time and are more appropriately classified as Building/Grounds Supervisor.
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 into this classification by competitive examination.

II. DEFINITION

BUILDINGS/GROUNDS SUPERINTENDENT

This is responsible supervisory work related to the direction of a very large and complex buildings and grounds maintenance and repair program at an institution, university, building complex, or other physical plant; **OR** the most complex building maintenance and repair program at a building complex or university; **OR** the overall building and grounds maintenance and repair program at a freshman-sophomore campus within UW System. 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, and pneumatic systems; heating, cooling, and ventilating 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:

- Conduct meetings with supervisors to discuss management policy.
- Develop, submit, approve and oversee project schedules and construction.
- Develop and enforce policies and procedures which ensure compliance with a variety of safety and environmental regulations, including indoor air quality, confined space entry, hazard communications, hazardous materials reporting, OSHA and Commerce workplace and building standards, and the American's with Disabilities Act.
- Develop and schedule immediate and long-range plans for repairs and replacement of furniture, furnishings, and equipment.
- Develop budget(s) for custodial, maintenance, utility plants and/or grounds programs.
- Direct the operation of trucking services, automotive garage services, furniture repair, and street maintenance
- Direct students or other limited-term employees, and/or inmates of correctional facilities.
- Keep records.
- Oversee the operation of the largest steam generating plants and all phases of heating, electrical, water treatment, sewage disposal, and custodial operations.

- Plan and direct a program of maintenance and repair, including heating, plumbing, ventilation, electrical, water treatment, sewage disposal, and grounds operations.
- Plan, implement, and direct complex mainstream waste and recycling program.
- Plan, direct, and oversee the maintenance and repair of electronic video surveillance systems, complex electronic and hydraulic security systems, electric locking systems, or manual locking systems.
- Provide contract administration, and oversee contract labor and vendors.
- Schedule and make inspections of buildings to ensure that standards are met.
- Supervise staff, which may include other supervisors, administrative support and maintenance staff.

Representative positions:

Department of Corrections, Divisions of Adult Institutions, and Juvenile Corrections: Under the general supervision of the Correctional Management Services Director, functions as the Institution's primary Buildings/Grounds Superintendent. The position plans and directs the maintenance program for an institution or school, including the maintenance and repair of all electronic and hydraulic security systems, electric locking systems, building systems, telephone systems, utilities, equipment, and appliances; and supervises all construction at the facility.

Department of Corrections, Division of Adult Institutions, Kettle Moraine Correctional Institution (KMCI): Under the general supervision of the primary Buildings/Grounds Superintendent perform planning, coordinating and monitoring of the buildings/grounds program at KMCI. Develop policies and procedures for the Maintenance Department, work with other departments in the development of related policies and procedures, monitor the institution to ensure compliance with all state and federal regulations, policies and procedures, consult with engineers, architects, inspectors and contractors and provide reports, blueprints and cost estimates as required, implement and maintain a computerized preventative maintenance program, and ensure compliance with all safety and building codes and practice of safe work practices.

Department of Health and Family Services, Division of Disability and Elder Services, Sand Ridge Secure Treatment Center: Under the general supervision of the Institution Management Services Director, plans, directs, and supervises the maintenance and project operations providing direction, technical expertise and consultation in the planning, design, construction, remodeling and maintenance of the facility. In addition, is responsible for the physical institution security systems including repair of all electronic/mechanical security systems, electric locking systems, secure phone and radio communications systems, security cameras, and utilities.

University of Wisconsin-Madison, Division of Housing, University Student and Faculty Apartments: Under the general supervision of the primary Buildings/Grounds Superintendent, functions as a building superintendent. The position directs and supervises apartment turnover, building maintenance and repair, and custodial operations for approximately 1,300 apartments, housing approximately 4,000 national and international residents.

University of Wisconsin – Sheboygan: Under the general supervision of the Campus Assistant Dean for Administrative Services, functions as the Superintendent for all campus buildings and grounds. The position directs all operations and staff activities of the physical plant department; develops a program of building and grounds operation, maintenance and repair; develops environmental health, safety, and security programs; participates in planning and management of construction and renovation projects; and prepares and manages annual State and County budgets. At times, this position may also directly supervise or perform trades level repair and maintenance duties.

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 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 supervisory positions which are responsible for directing the largest and most complex buildings/grounds maintenance and repair program. This classification replaces the Buildings and Grounds Superintendent, Superintendent of Buildings and Grounds 4, and Building Superintendent 1 and 2 classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications. This classification was modified effective June 25, 2006, and announced in Bulletin OSER-0107-MRS/SC in order to remove references to maintenance supervisor as a result of the Facilities Repair and Maintenance Mechanic Survey.

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