



## Job Description

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<b>TITLE:</b> Building & Grounds Supervisor	<b>JOB CODE:</b> 2441
<b>DEPARTMENT:</b> Parks and Facilities	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> January 2007	<b>FLSA CLASS:</b> Supervisor
<b>UPDATED:</b> March 30, 2022	<b>WORK LOCATION:</b> Farmington, NM
	<b>REMOTE WORK ELIGIBLE:</b> NO

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**Summary:** Under general supervision of the Deputy Parks & Facilities Director, the Building & Grounds Supervisor directly supervises maintenance and grounds personnel and maintenance projects. This working supervisor is responsible for daily activities of grounds maintenance, construction, and improvements to enhance the appearance, operations, and functions of county facilities. Receives and coordinates assignments from Deputy Parks & Facilities Director and effectively communicates to maintenance and grounds personnel.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Participates with grounds and/or maintenance personnel in performing maintenance duties for facilities and grounds.
- Independently, and in coordination with vector control, responsible for weed control around building and grounds.
- Supervises personnel and participates in remodeling and small construction projects and other varied maintenance needs.
- Plans and schedules work crew; monitors work of employees, prioritizes and assigns tasks and projects; delegates work as necessary.
- Reviews work performance to ensure timely and accurate completion of tasks, and, that all safety rules and guidelines are followed.
- Trains and instructs employees as required.
- Complies, and ensures that crew complies, with all safety regulations, including all equipment and dress standards.
- Conducts performance evaluations.
- Provides support, direction and coaching to subordinate employees in the areas of grounds landscaping, maintenance and general maintenance skills.
- Works events at McGee Park, overtime, evenings and weekends.
- Performs other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge in current landscape development, maintenance techniques, tools and materials.
- Knowledge of construction and maintenance methods, tools and materials.
- Knowledge of County policies and procedures.
- Knowledge of the safety rules and guidelines.
- Knowledge of the operation and use of various tools and equipment associated with landscaping and grounds maintenance and general building maintenance.
- Knowledge of the operation and maintenance of various medium and heavy motorized equipment and vehicles.
- Knowledge of management principles, practices and methods.

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### Building & Grounds Supervisor

- Skill in all phases of building maintenance, including motors, basic electrical repair, carpentry, plumbing, heating, air conditioning, boilers and all other related mechanical equipment.
- Skill in effectively managing, leading and delegating work and projects.
- Skill in effectively communicating verbal and written instructions.
- Skill in the use of a personal computer and standard software programs.
- Skill in establishing and maintaining effective working relationships with co-workers, other County personnel and the general public.

### Education and Experience:

- Must have a High School Diploma or GED equivalent and three (3) years experience in building and maintenance.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

### Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and an outdoor setting; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports. May be subject to adverse weather conditions.
- May be exposed to hazardous conditions, such as cleaning sewers and handling cleaning solvents and paints, etc.
- 24 hour call, and, make sure someone is on call 24 hours.
- Full-time work hours for this position consist of nights, weekends, holidays, and overtime. Rotating weekend and overtime scheduling is a requirement for the operations of this facility.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

**Equipment and Tools Utilized:** Equipment utilized includes computerized and conventional office equipment, hand and power tools, basic maintenance machines and motorized equipment.

### Approvals:

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____