

Daviess County Fiscal Court Job Description

Job Title: Buildings and Grounds Supervisor
Department: Buildings and Grounds
Reports To: Project Manager
FLSA Status: Exempt
Revised: May 2023

SUMMARY

Oversees and assists in the maintenance of county buildings and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Makes site visits to all county buildings and grounds, as needed, to assure all facilities are clean and in working order for public use.

Addresses concerns from the public or users of the facilities at all county buildings and grounds locations.

Help prepare annual budget for the Buildings and Grounds Department.

Monitors and maintains the department budget during the fiscal year.

Monitors security system.

Maintains fueling system within the Public Works Department.

Maintains and ensures generators at various county locations are working properly and ready for use.

Reviews, coordinates, and inspects annual contracts for buildings and grounds maintenance.

Oversees, coordinates, and executes maintenance projects pertaining to the following areas: HVAC, cleaning, plumbing, repair, landscaping, electrical, remodeling, construction and lawn.

Coordinates with contractors and/or service delivery personnel.

SUPERVISORY RESPONSIBILITIES

Supervises Building and Grounds Technicians and Grounds Service Technicians in accordance with guide lines in the Administrative Code.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED). Five years of related experience and/or training.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers, employees and organizations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Kentucky Driver's License

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 frequently required to stand; walk; sit; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel; climb or balance; and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, and depth perception.

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 is regularly exposed to risk of electrical shock. The employee is frequently exposed to moving mechanical parts; high, precarious places; and vibration. The employee is occasionally exposed to fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate.