

## TOWN OF BELMONT

JOB TITLE: Building and Grounds Supervisor

09/10/2018

DEPARTMENT: General Government Buildings

STATUS: Full-Time, Non-Exempt

LABOR GRADE: Grade 8

**JOB SUMMARY:** The Building and Grounds Supervisor performs skilled and semi-skilled maintenance and repair work on various town Buildings, including custodial services, building maintenance including basic plumbing and electrical, painting, mowing and lawn care, snow removal, and such other duties and tasks as assigned. The Building and Grounds Supervisor must routinely service tools and equipment used and maintains all work areas. This Person must be able to work outside in all conditions

**MAJOR DUTIES** (The listed examples are illustrative only, and may not include all duties found in this position):

- Supervises all building and grounds personnel; duties include planning, scheduling, organizing and directing work, training personnel, and recommends discipline when indicated.
- Assists the Town Administrator in preparing the General Government Buildings Annual Budget, codes invoices and reviews monthly expenditure reports.
- Performs weekly or as necessary cleaning of Town Buildings to include Town Hall, and Corner Meeting House.
- Performs building repairs where structural and systems integrity is not at issue.
- Performs basic plumbing and minor electrical repairs.
- Performs lawn care and landscaping to include mowing (riding and push mowers), raking, watering, weeding, plantings, etc.
- Performs snow and ice removal (with snow blower, snow shovels, scrapers, etc.) of entryways, roofs (where applicable), including the judicious use of salt, sand and de-icing agents.  
Performs various labor-intensive tasks, include lifting of heavy materials, shoveling and sweeping.
- Recommends projects for annual work plan and preventive maintenance program.
- Inspects and evaluates the condition of buildings for possible mechanical, electrical and structural problems and for general building cleanliness and grounds maintenance to insure established standards are maintained.
- Must be willing to be called back after regularly scheduled hours and work outdoors under extreme weather conditions.
- Must be safety conscious at all times.
- Performs other duties as assigned.

## KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of building repair and preventive maintenance techniques, including painting, carpentry, plumbing, electrical and mechanical skills.
- Knowledge of the proper and safe use of small engine equipment, power and hand tools, ladders, extension cords, and other related equipment.
- Knowledge and skills necessary to safely perform snow removal, salting and sanding and related operations under various severe weather conditions.
- Knowledge and skills of practical, general lawn care practices.
- Ability to manage, establish and maintain effective relationships with employees.
- Must be able to delegate responsibilities, develop an effective work force, promote teamwork, and provide daily direction to the workforce based upon policy guidelines.

## MINIMUM QUALIFICATIONS:

- Must possess a valid New Hampshire Driver's License (Operator Class) and a safe driving record.
- Sufficient physical strength, conditioning and agility to perform strenuous manual labor for extended periods of time under adverse and varying weather and climatic conditions.
- Knowledge and level of competency commonly associated with the completion of a high school diploma or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with five years' experience in facilities management or cleaning/maintenance services and basic plumbing, carpentry and electrical work, and two years supervisory experience, or any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills and abilities.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position supervises building and maintenance staff that may be required. Employee is responsible for the performance of his/her own assigned work. The work involves the execution of specific rules, regulations and procedures which require the ability to recognize situations and determine the appropriate course of action.

**SUPERVISORY CONTROLS:** The Town Administrator provides continuing or individual assignments indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The employee uses initiative in carrying out recurring assignments without specific instruction, but refers deviations, problems and unfamiliar situations to the supervisor for decision of help. The Building and Grounds Supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures

**GUIDELINES:** Specific, detailed guidelines covering all the important aspects of the assignment are provided to the employee. The employee works in strict adherence to the guidelines; deviations must be authorized by the supervisor.

**COMPLEXITY:** The work consists of duties that involve related steps, processes or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of, and differences among, a few easily recognizable situations.

**SCOPE AND EFFECT:** The work involves the performance of specific, routine operations that include a few separate tasks or procedures. The work product or service is required to facilitate the work of others; however, it has little impact beyond the immediate organizational unit or beyond the timely provision of limited services to others.

**PERSONAL CONTACTS:** The personal contacts are with employees within the immediate organization, office, project or work unit and in related or support units. The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of with whom to deal are relatively clear.

**PURPOSE OF CONTACTS:** The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

**PHYSICAL DEMANDS:** The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

**WORK ENVIRONMENT:** The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with contagious diseases or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** Positions at this level are assigned supervisory responsibility and authority over the Building and Grounds Maintenance Laborer and part time employees assigned to Building and Grounds Maintenance. They will be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department; assignments do include the on-going authority to assign the work of other employees.