


TOWN OF WINDHAM

Position Title: Building and Grounds Supervisor Date: _____
Department: Public Works Incumbent: _____
Reports to: Operations Manager Supervisor: _____
Classification: Non-Exempt 12 Town Manager: 

General Summary:

The Building and Grounds Supervisor is working supervisor responsible for the overall supervision and operation of the Public Works Building and Grounds division; enforcement of operational and safety policies and procedures; and providing for the maintenance and repair of Town buildings and grounds. This position operates under the general guidance and direct supervision of the Operations Manager or, in his/her absence, the Public Works Director. Work is evaluated through observation, review and reporting.

Essential Functions:

- Assists the Operations Manager and/or the Public Works Director in developing and administering the building and grounds maintenance budget and managing departmental resources.
- Coordinates with the Highway Maintenance Supervisor and the Vehicle Maintenance Supervisor regarding scheduled repairs to equipment ensuring that routine maintenance and repairs are completed in a timely manner.
- Provides direct and indirect supervision for all Building and Grounds personnel.
- Writes evaluations for all Building and Grounds personnel; conducts evaluation session with the Operations Manager and/or the Public Works Director.
- Provides emergency on-call response; make minor building, plumbing and electrical repairs as necessary.
- Schedules, assigns and inspects work to ensure buildings and grounds are clean, in good repair and in safe condition.
- Trains employees in the safe and proper use/operation of equipment.
- Maintains records on each municipal building: tracks maintenance expenditures, generates purchase orders, and maintains cleaning supply inventory.
- Schedules inspections and routine maintenance of security and sprinkler systems, boilers, equipment, buildings etc.
- Sells cemetery lots; locates lots for burials and headstone placement; repairs vandalized headstones; and maintains records.
- Assists the Public Works Director in preparing specifications for equipment bids and capital improvement plans for buildings and grounds.
- Provides support, including plowing, during emergency situations which require Public Works support, i.e. snow storms, floods, etc.
- Carries Town phone for regular and after-hours emergencies.
- Works effectively and positively with other employees and the general public regarding all aspects of the department.

Other Duties/Responsibilities:

- Performs other work as may be required in support of the Department of Public Works.

Competencies:

- Basic working knowledge of carpentry, electrical, HVAC, and plumbing systems;
- Knowledge of, and experience with cleaning and maintenance procedures;
- Knowledge of various testing equipment;
- Ability to diagnose and make minor repairs to buildings and equipment;
- Excellent oral and written communications skills;
- Commitment to safety procedures and departmental policies;
- Ability to work independently; and
- Ability to develop and maintain working relationships with employees, other supervisors, Department Heads, public officials and the general public.

Required Education/Experience:

- High school diploma or equivalent;
- Vocational training in building and grounds maintenance and supervision;
- Valid State of Maine driver's license;
- Five (5) years' experience as in building and grounds maintenance with at least three (3) years of supervisory experience; or
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities to perform the essential functions of the position.

Additional Eligibility Qualifications:

- Ability to pass an initial, and subsequent, background checks, including criminal history, driver's license, and other checks deemed appropriate by the Town.
- Knowledge of and ability to use all office equipment – i.e. computer, calculator, photocopier, phone and FAX machine.
- Experience using Microsoft Office software.
- Ability and willingness to work nights, weekends, on-call, and/or overtime as necessary.
- Ability to perform the physical requirements of the position.

Working Conditions/Physical Demands:

Work requires sufficient physical strength, agility, endurance, dexterity, and hand-eye-foot coordination to perform all essential functions. Requires sitting, standing and walking for long periods of time; considerable kneeling, crawling, bending, climbing stairs and ladders; and the ability to lift up to 80 pounds. Work performed indoors and outdoors year-round in all weather conditions and may be called in after regular working hours to respond to emergency maintenance and repair needs.

The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.