



Office of Human Resources
Building and Grounds Supervisor - CJ2808
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General Statement of Duties

Performs first-line supervisory work over laborers and oversees work in-progress for quality, effectiveness, and efficiency, and resolves operational issues.

Distinguishing Characteristics

The Building and Grounds Supervisor class was created for the Department of General Services but may be used by other agencies. This class is distinguished from the Operations Supervisor who supervises unskilled and semi-skilled laborers, employees engaged in equipment operation such as Equipment Operator, Equipment Operator Specialist, or Heavy Equipment Operator, and may supervise other supervisors. Additionally, the Operations Supervisor is responsible for work that includes the construction, maintenance, and repair of City facilities, infrastructure, parks, and urban forests, and in the collection and disposal of solid waste.

The Building and Grounds Supervisor is also distinguished from a Crew Supervisor that is a working supervisor and supervises unskilled and semi-skilled laborers and employees engaged in equipment operation. Additionally, a Crew Supervisor is responsible for work that includes construction, repair, and maintenance of city streets, sewer and storm drains, golf courses, parks, airport structures, traffic devices, and other City facilities, infrastructure, and equipment.

Level of Supervision Exercised

Supervises two or more laborers.

Essential Duties

Supervises the work of employees who maintain lawns and grounds, create work orders for event setups, move furniture, fix minor issues in cubicles, move boxes and other objects, remove snow, and perform other related duties.

Plans, assigns, and evaluates the work of staff members, establishes unit and staff work goals and objectives, and recommends process improvements and changes in practices and procedures to increase operating efficiency and expedite work flow.

Reviews, develops or modifies work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness and return assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems and mediates conflicts encountered during daily operations, determines appropriate solutions, and promote teamwork.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Encourages and guides others toward goals.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

Oversees work in-progress to ensure quality, effectiveness, and efficiency of the work and output, implements safety standards, and prepare work records and reports.

Inspects the work of service contractors, attends meetings, and review the quality of completed work.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Three (3) years of experience performing a wide variety of labor work.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.

Potential exposure to cement dust

Potential exposure to chemicals, gas and low-level radiation

Potential exposure to cold temperature, cold enough to cause bodily discomfort

Potential exposure to cold weather conditions (indoor/outdoor)

Potential exposure to conditions that affect the skin or respiratory system.

Potential exposure to dust

Potential exposure to extreme temperature changes

Potential exposure to hazardous anesthetic agents, body fluids, and bio-wastes

Potential exposure to hazardous conditions where there is a danger to life, body, and/or health

Potential exposure to hazardous/toxic chemicals

Potential exposure to hazards from electro/mechanical/power equipment.

Potential exposure to hazards of steam and heat

Potential exposure to heat temperatures, hot enough to cause bodily discomfort

Potential exposure to heat, wetness, outdoors, odors in kitchen and/or patient areas

Potential exposure to hot and humid work environment

Potential exposure to housekeeping/cleaning agents/chemicals.

Potential exposure to humid conditions with high moisture content to cause bodily reaction.

Potential exposure to pesticides or fertilizers

Potential exposure to the risk of blood borne diseases.

Potential exposure to temperature changes: variations in temperature from hot to cold.

Potential exposure to toxic chemicals.

Potential exposure to unpleasant elements (accidents, injuries, and illness).

Potential exposure to wet working conditions (snow removal)

Exposure due to soil, plants, and insects

Extreme cold conditions

Handles absentee replacement on short notice

Handles emergency or crisis situations

Noise sufficient to cause distraction or possible hearing loss

Occasional pressure due to multiple calls

Personal Safety: aware of surroundings, people, and events

Pressure due to multiple calls and inquiries

Subject to burns and cuts

Subject to electrical and radiant energy hazards

Subject to hazards of flammable or explosive gases

Subject to injury from moving parts of equipment or vehicles

Subject to long irregular hours

Subject to many interruptions

Subject to precarious or high locations

Subject to pressure for multiple calls, inquiries, and interruptions

Subject to varying and unpredictable situations

Subject to traffic, roadways, and pedestrians

Subject to vibrations and strain on the body to cause bodily harm if endured daily
 Temperature Changes: variations in temperatures from hot to cold when works in field
 Wet: frequent contact with water, liquid, chemicals, or sanitary sewage
 Works in confined, uncomfortable or awkward locations
 Works in precarious or high locations.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Agility: bends, stretches, twists, or reaches out with the body, arms or legs.
 Balancing: maintaining body equilibrium to prevent falling over.
 Carrying: transporting an object, usually by hand, arm, or shoulder.
 Climbing/Balancing: climbing walls, fences and other obstacles and balancing.
 Climbing: ascending or descending objects usually with hands/feet.
 Climbing: ascending or descending objects.
 Color vision: ability to distinguish and identify different colors.
 Crawling: moving about on hands and knees or hands and feet.
 Crouching: bending body downward and forward by bending legs.
 Depth Perception: ability to judge distances and space relationships.
 Eye/Hand/Foot Coordination: performing work through the use of two or more.
 Feeling: perceiving attributes of objects by means of skin receptors.
 Feeling: perceiving attributes of objects by means of spoken word.
 Field of Vision: ability to adjust vision to bring objects into focus.
 Field of Vision: ability to see peripherally.
 Fine Dexterity: coordinator eye-hand to operate a vehicle, reach, hold, grasp and turn objects
 Fingering: picking, pinching, or otherwise working with fingers.
 Handling: seizing, holding, grasping, or otherwise working with hand(s).
 Handling: seizing, holding, grasping, or otherwise working with fingers.
 Hazards: conditions where there is danger to life, body and/or health.
 Hearing/Talking: hear and determine direction of sound.
 Hearing: perceiving the nature of sound by the ear.
 Kneeling: bending legs to come to rest on one or both knees.
 Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.
 Mathematical reasoning:
 Memorization:
 Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
 Neck Flexion: moving neck upward/downward.
 Oral comprehension:
 Physical Strength: exerts maximum muscle force to lift, Push, pull or carrying objects and performs laboring work.
 Pulling: exerting force upon an object so that it is moving to the person.
 Pushing: exerting force upon an object so that it is moving from the person.
 Reaching: extending the hand(s) and arms(s) in any direction.
 Repetitive motions: making frequent movements with a part of the body.
 Sitting: in sitting position to write a report, vehicle patrol, and the public contact.
 Sitting: remaining in the normal seated position.
 Stamina: exerts oneself physically over long periods of time without tiring. (which may include performing repetitive tasks such as hammering or lifting objects).

Standing/Walking: patrol and the public contact.
Standing: remaining on one's feet in an upward position.
Stooping: bending the body by bending the spine at the waist.
Talking: expressing or exchanging ideas by means of spoken words.
Vision Far Acuity: ability to see clearly at 20 feet or more.
Vision Near Acuity: ability to see clearly at 20 inches or less.
Vision: to observe animal behavior, read signs, and reading colors.
Walking: moving about on foot on uneven surfaces.
Walking: moving about on foot.

Background Check Requirement

Criminal Check
Employment Verification
By position, Motor Vehicle Record

Assessment Requirement

Labor and Trades Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-617
FLSA Code: N
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: