

Attachment to Position Description (DER-PERS-10)
Buildings & Grounds Supervisor
WI Rapids State Office Building

POSITION SUMMARY

Under the general direction of the Assistant Bureau Director, this position is responsible and accountable for the operation and management of the WI Rapids State Office Building. This includes the development and implementation of preventative maintenance programs, mechanical and grounds repair and maintenance, coordination and supervision of tenant remodeling projects and programming and operation of a sophisticated computerized building automation system. This includes specifying and directing the work of outside trade contractors. This position is also responsible and accountable for monitoring and complying with Federal and State regulations and codes including CFCs, UST, Hazardous Materials, ADA and other life safety issues.

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GOALS AND WORKER ACTIVITIES

35% A. Under the general direction of the Assistant Bureau Director, provide supervision to personnel and property of the WI Rapids State Office Building.

- A1. Responsible for the operation and maintenance of the building including supervision of employees and contractors. Areas of responsibility include HVAC, plumbing, electrical communications including video conference centers, data systems, life safety and building finishes.
- A2. Maintain a safe and comfortable work environment for the building tenants and visitors. Effectively maintain the building HVAC system and life support systems including fire alarms and fire protection systems.
- A3. Effectively maintain and program the computerized building management systems to provide for maximum efficiency and to reduce energy consumption.
- A4. Responsible for monitoring and complying with all regulations and codes. This includes refrigerant (CFC) use, Americans with Disabilities Act (ADA) rules, Under ground storage tank (UST) rules, indoor air quality (IAQ), blood borne pathogen rules, hazardous materials communication (HazMat) rules and asbestos abatement.
- A5. Effectively plan and schedule work for maintenance staff and contractors to maximize productivity and reduce expenses with minimal disruption to the tenants.
- A6. Prepare performance expectations and submit annual performance reviews.
- A7. Administer union contracts, recommend and conduct disciplinary actions and hear and respond to first step grievances.
- A8. Direct and train employees to use proper safety procedures and equipment in performing their assigned duties.

30% B. Maintain complete records of all daily operations and complete and process administrative paper work in an organized and timely fashion.

- B1. Schedule and maintain preventative maintenance work order records using the Division's automated work order system.
- B2. Schedule and complete tenant requested work orders and transmit itemized billing information to the Bureau office monthly.
- B3. Record daily utility consumption records and report and reconcile any unusual changes in consumption.
- B4. Schedule employee leave, submit pay period time reports and maintain accurate leave records.
- B5. Submit properly prepared purchase requisitions for goods and services to the Bureau office. Prepare specifications and conduct simplified bidding when appropriate. Maintain an accurate and complete purchasing bulletin library.

B6. Audit, approve and forward invoices to the Bureau office for payment. Maintain accurate blanket order balances. Prepare and submit vendor dispute forms when necessary.

B7. Monitor and maintain expenditure levels in order to comply with approved budgets.

25% C. Responsible for the planning, development, specifying and construction of tenant improvement projects, major and minor building projects, and annual capital budgets.

C1. Investigate the need and prepare minor project requests, including cost estimates, for inclusion in the annual budget.

C2. Provide information and make recommendations for major projects to be included in the capital budget.

C3. Provide detailed information to consultants, A/Es and DFD staff for planning and designing major remodeling and renovation projects.

C4. Survey tenant needs, prepare physical changes that respond to changes in the tenants business. Coordinate building activities and projects with tenants to avoid service interruption.

C5. Determine the scope and specify work to be done by trade contractors. Conduct bidding and supervise work done by outside contractors. Monitor and inspect the work to ensure quality standards are met and compliance with the Division space standards and rules.

10% D. Supervise and assist in the maintenance of the grounds.

D1. Supervise and maintain the trees, lawns, shrubs and flowers.

D2. Supervise and coordinate the removal of snow and ice from the parking lots and sidewalks.

Knowledges, Skills and Abilities:

- Principles of building management.
- Knowledge of preventative maintenance programs, mechanical systems, grounds maintenance, repair and remodeling, fiscal management, and tenant relations.
- Knowledge of materials and equipment utilized in building construction and maintenance.
- Ability to read blueprints and interpret specifications.
- Ability to plan construction, maintenance and remodeling projects.
- Ability to estimate material/equipment costs for construction and maintenance projects.
- Knowledge of Federal and State codes and statutes
- Knowledge of OSHA rules and regulations, safety precautions and techniques in maintenance work, including material handling and equipment operations.
- Knowledge of supervisory and training techniques and practices.
- Ability to effectively supervise and train staff.
- Ability to effectively evaluate staff performance.
- Ability to direct the keeping of and keep a variety of records; make concise reports and recommendations.
- Excellent oral and written communication skills.
- Ability to make sound judgment in emergencies.
- Knowledge of various computer operations and applications to include Word, Excel, and Outlook