

CITY OF OBERLIN JOB DESCRIPTION
Superintendent – Buildings & Grounds

Title: Superintendent - Buildings & Grounds

Department: Public Works

Supervisor: Public Works Director

Positions

Supervised:

Crew Chief
Field Maintenance Specialist
Service Maintenance Workers
Seasonal Employees

Status: Full-time

Civil Service

Status: Classified/non-competitive

FLSA Status: Exempt

Exemption Category: Administrative

Bargaining

Unit: None

Pay Grade: 5

Schedule: Regular business hours, evening meetings and other hours as needed.

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties: The Buildings & Grounds Superintendent supervises the division personnel in the planning, construction, repair, operations and maintenance of various City facilities and grounds, parks and recreation fields. The Superintendent performs various administrative duties, assists the Public Works Director in strategic planning for the division, and provides additional support to the Public Works Director as needed or assigned.

The Buildings & Grounds Superintendent shall function with a high degree of independence. He/she shall utilize sound professional judgment, demonstrate planning and organizational skills to establish and manage priorities, programs and staff for his/her functional area. The Buildings & Grounds Superintendent shall be committed to the mission, vision and values of the City and demonstrate ethical conduct, community stewardship, individual initiative and responsive service. The Buildings & Grounds Superintendent shall demonstrate effective performance through clear, concise communication; collaboration; proper allocation and utilization of resources; sound decision-making; personal accountability; and responsibility.

Minimum Qualifications: Requires a high school diploma and at least five (5) years of previous experience in a related position involving direct supervisory responsibilities, or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job. The position requires a valid state of Ohio driver's license. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Primary Job duties:

1. Administration

a. General

- Develop and administer the buildings & grounds, park, cemetery and related budgets including operating, capital and emergency expenditures
- Administer public sector procurement processes including preparing and reviewing bid documents and evaluating proposals for professional services, construction, goods and service contracts
- Directly monitors and coordinates consultants and/or contractors
- Develop and manage divisional safety program including assessing and addressing training needs and implementing safety practices and procedures

b. Westwood Cemetery

- Responsible for the day-to-day management and operations of Westwood Cemetery including but not limited to:
 - (1) Grave site sales, coordination of burials and placement of monuments
 - (2) Recordkeeping
 - (3) Tours
 - (4) Grounds maintenance
 - (5) Procurement, operation, maintenance and repair of equipment and facilities

c. Parks

- Responsible for the day-to-day management and operations of the various municipal parks including but not limited to:
 - (1) Coordination with the Recreation Division for the use of facilities, playing fields and courts for organized sports
 - (2) Coordination with the Recreation Division and the public for the use of parks and facilities for community events
 - (3) Grounds maintenance including playing fields, lawns, landscaped areas, trees and natural areas; may assist in the management of the City's reservoirs
 - (4) Facilities maintenance within the Parks including buildings, pavilions and playgrounds
 - (5) Procurement, operation, maintenance and repair of vehicles, tools and equipment

d. Facilities and Grounds

- Plan, schedule and manage preventative maintenance, repair, improvement and capital projects for City buildings, parks and cemetery buildings and facilities, and other municipal properties as directed
- Collaborate with other City departments to manage building code, fire safety, elevator safety and ADA compliance
- Coordinates and performs various grounds maintenance activities and programs, including energy and water conservation/efficiency initiatives
- Assists in the inspection, maintenance and replacement of the City's urban forest, including the curb lawn tree inventory

2. Supervision

- a. Provides direct supervision to full-time and seasonal division staff
- b. Determines work priorities and schedules; assigns projects/tasks to division staff
- c. Monitors performance of division employees
- d. Assesses staff training needs; coordinates and/or provides staff training and development
- e. Assists Public Works Director in hiring, training, evaluating and disciplining division staff

- f. Assists supervisors with developing short-term and long-term planning for division

Public Works Director Support

- a. Assists Director in reviewing, developing and implementing Public Works policies, procedures and standards
- b. Assists Director in developing short-term and long-term plans for Public Works programs, projects and budgets
- c. Assists in preparation and administration of annual budget
- d. Responds to requests for information about City services and takes appropriate actions to resolve issues
- e. Attends meetings to represent Public Works Director as directed
- f. Monitors and ensures compliance of divisional operations with relevant local, state and federal regulations

Required Knowledge, Skills and Abilities:

- Knowledge of basic management techniques
- Knowledge of building construction and systems (HVAC, electrical, plumbing, structural)
- Knowledge of grounds maintenance practices, including landscaping practices and products; tools, vehicles and equipment; and the selection, establishment and maintenance of trees, shrubs, gardens and turf
- Knowledge of local government practices and procedures including public sector procurement
- Knowledge of local, state and federal regulations pertaining to buildings, grounds, parks and cemetery administration and maintenance
- Knowledge of basic safety principles and practices including OSHA regulations pertaining to buildings, grounds, parks and cemetery operations
- Ability to read maps, blueprints, construction plans and specifications
- Ability to operate manual and power tools
- Ability to operate, maintain and repair landscaping tools and equipment
- Ability to drive and operate a truck with snow-plow attachments
- Ability to establish and maintain effective work relationships with supervisor, co-workers, employees, City officials and the public including especial sensitivity to the bereaved.
- Ability to research, collate and present information effectively, in both verbal and written forms
- Ability to investigate, analyze and effectively resolve problems and conflicts
- Ability to multi-task and perform with evolving priorities
- Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment

Work Environment and Equipment Utilized: Standard office equipment is utilized routinely in the job, and the work is performed both in a typical office environment with adequate lighting, ventilation and temperature controls and in the field, where the employee may be exposed to extreme conditions of weather, sound, odors and other unpleasant conditions and hazards.

Employee Signature/Date

 02.20.09

Human Resources Signature/Date

 2/20/09

Appointing Authority Signature/Date

Supervisor Signature/Date

 8-5-09

Law Director Signature/Date

Reviewed by Civil Service Com. 1/6/2009
Reviewed by City Council 02/10/2009