



## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Facilities and Grounds Supervisor
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### **GENERAL PURPOSE**

Under direction, plans, assigns, directs, and inspects the work of personnel involved in the construction, maintenance, repair, and servicing of buildings, facilities, and landscaped areas; assists with the development and administration of the division's annual budget and performs related duties, as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a full supervisory-level class that exercises independent judgment on diverse and specialized maintenance activities, with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff engaged in the construction, maintenance, repair, and servicing of buildings, facilities, and landscaped areas, and for providing technical support to the Asset and Facilities Manager in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Asset and Facilities Manager. Exercises direct supervision over technical and maintenance staff.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

- Participates in the selection, training, supervision, and evaluation of assigned staff; participates in the establishment of performance requirements and personal development targets and provides technical assistance and advice to assigned staff.
- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment which supports achieving the division's and the District's mission, strategic plan, objectives, and values.

- Assists with the development and administration of the division's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies.
- Provides technical and safety training to personnel on safety hazards, work procedures, and care and use of equipment and tools.
- Evaluates condition of District facilities; develops cost recommendations and estimates for repairs and coordinates and monitors repairs for all District facilities; recommends special work or necessary equipment maintenance; requisitions necessary tools, equipment, and supplies; ensures the timely completion of preventive maintenance programs.
- Monitors, inspects, and evaluates the performance of contractors engaged in the construction, maintenance, and repair of District grounds and facilities; ensures contractor performance complies with contract provisions, specifications, and standards; prepares specifications and plans for new projects to be performed by District personnel or contractors; monitors contractor activities to ensure compliance with applicable laws and regulations.
- Repairs subsidence over District pipelines in public streets; cleans, repairs, maintains, and constructs ponds, reservoirs, drainage ditches, right-of-way access roads, and asphalt paving; provides traffic control and support for District crews engaged in pipeline distribution system repairs, including delivery of materials, equipment, road base, and asphalt.
- Responds to inquiries and complaints from user departments; coordinates activities with user departments and divisions.
- Prepares or reviews and maintains a wide variety of written reports and records, including personnel records, periodic progress reports, accident reports, maintenance requests, and requisitions for section activities.
- Responds to emergency situations as necessary.
- Researches new operational methods, techniques, and equipment and recommends their application.
- Attends meetings with other departments and District staff.
- May participate in long-term planning to assess future needs.
- Ensures staff observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

Continuous Improvement Related Duties:

- Supports and promotes the application of Continuous Improvement principles in the oversight of operations within the business unit.
- Assists in the development and maintenance of best practice in unit work processes and supports the philosophy of continuous improvement.
- Develops and monitors team and individual performance measures, ensuring that they align with District's strategic and operational plans.
- Ensures a thorough understanding of the Strategic Planning Cycle and participates in its development and deployment.
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**REQUIRED QUALIFICATIONS**

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- Administrative principles and methods including goal setting, program development and implementation.
- Principles and practices of budget preparation and administration.
- Civil engineering practices in soil compaction and road construction.
- Principles, methods, and equipment used in facilities, earth work construction, maintenance, and repair work.
- District personnel rules, policies, and labor contract provisions.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Continuous Improvement Based Knowledge:

- The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning; familiar with process mapping and structured problem solving; theoretical and practical knowledge necessary to develop and monitor individual performance standards, and insure they align with key performance measures for the unit.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Assist with the preparation, administration and monitoring of a division budget.
- Read and interpret plans, specifications and manuals.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Continuous Improvement Based Abilities:

- Maintain and utilize process flow charts for key processes, with performance standards related to customer and stakeholder needs; validate customer requirements; create a workplace that values employees, encourages their development, values their participation, and encourages innovation; create an environment of continuous improvement and to ensure business unit results consistent with expectations in key performance measures.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Six (6) years of experience in facilities construction and maintenance, including four (4) years of responsibility for leading the work of others.

Education:

- Equivalent to completion of the twelfth (12th) grade.

Licenses/Certifications:

- A valid California driver's license, Class C, and the ability to maintain insurability under the District's Vehicle Insurance Policy.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds.

Must possess mobility to work in the field and to operate a motor vehicle and visit various District sites. The job involves fieldwork requiring walking in operational areas to identify problems or hazards.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District  
Job Title: Facilities and Grounds Supervisor  
Last Update: October 2019

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>October 2, 2019</i>
<b>Date modified:</b>	
<b>FLSA determination:</b>	<i>Non-Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Facilities and Grounds Supervisor. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_