

TOWN OF CANTON

TITLE: Superintendent of Building and Grounds

CLASS: Exempt

DEPARTMENT: Public Works

DATE: June 11, 2019

POSITION DESCRIPTION

The Superintendent of Facilities and Grounds is responsible for planning, organizing and supervising all functions of Town and Board of Education (BOE) facilities and grounds including maintenance, custodial, energy conservation, sustainability, long-term facility planning, budgeting and oversight of capital projects. Directs the activities of all Town and BOE building maintenance staff and grounds staff; coordinates schedules and work assignments; administers all personnel policies and procedures including training development and evaluations. The Superintendent of Facilities and Grounds shall be responsible for the technical review of bid documents, contracts and building plans.

SUPERVISION RECEIVED

Works under the general direction of the Director of Public Works and will receive input and guidance from School Administrators. This is a professional position that requires an individual to work with independence and limited supervision.

SUPERVISION EXERCISED

The Superintendent for Facilities and Grounds directly supervises the Parks Supervisor, Town Facilities Manager and the BOE Facilities Manager.

ESSENTIAL JOB FUNCTIONS (EXAMPLES)

- Supervises, directs, assigns and evaluates the daily work of assigned staff; trains employees in work procedures, standards and safety practices; interviews and recommends selection of job applicants; conducts informal counseling on work issues; prepares documentation and improvement plans for deficiencies and recommends performance recognition and disciplinary action.
- Principles and practices of facility maintenance including plumbing, electrical, carpentry, HVAC, interior partitioning and finishing; grounds work including landscape maintenance irrigation, fertilization, pest control and tree trimming.
- Develop and monitor ongoing preventative and deferred maintenance programs for all major mechanical and electrical systems located in Town and BOE facilities.
- Coordinates preparation of facility budgets; monitors expenditures, analyzes staffing and expenditures, reviews requests for additional services, prepare contract specifications, negotiates and administers service and construction agreements for maintenance and alteration of facilities and services.
- Provides technical input on capital projects to support development of strategic capital plan for Town.
- Assures compliance with established safety regulations and precautions by all Department of Public Works staff.
- Develops departmental policies and procedures to ensure safe, efficient and cost effective operations.
- Management of all administrative and business functions necessary to support the capital planning and construction functions of both the Town and BOE including project planning and design, development of bid specifications, construction management, communication and coordination with all stakeholders and oversight through the entire project life-cycle.
- Plan, develop, set goals, prioritize and schedule activities and clearly communicate performance output expectations including full utilization of an electronic work order system.
- May serve as a liaison for various Town and BOE committees.

- Attendance at meetings after normal work hours may be required.
- Assists in the application for and administration of State and Federal grants.
- Prepares monthly reports for the Director of Public Works on all current projects within the Facilities and Parks divisions.
- May perform additional tasks and duties as necessary and/or requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the principals, procedures and practices of facility and grounds maintenance.
- Considerable ability to read and interpret building plans and blueprints.
- Ability to communicate effectively in a non-confrontational manner with the general public, elected and appointed officials, regulatory agencies and other municipal staff.
- Knowledge of laws and regulations related to building management, including but not limited to building, fire and life safety codes and OSHA regulations.
- Ability to develop clear, concise and comprehensive technical reports, correspondence and/ or other written materials.
- Ability to exercise sound, expert independent judgment within general policy guidelines.
- Ability to initiate, organize and follow through on comprehensive programs and projects.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare administrative reports in a clear, logical manner.
- Proficient with word processing, presentation, spreadsheet and e-mail software.
- Knowledge and ability to analyze problems.
- Ability to exercise sound, expert independent judgment within general policy guidelines.
- Ability to act calmly and effectively in emergency situations.

REQUIRED PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually quiet to moderate.

Must be able to concentrate on fine details with some interruptions. Needs to attend to task/function for more than 60 minutes at a time. Able to understand and relate to specific ideas, generally several at a time and to understand and relate to theories behind several related concepts. Able to remember task/assignment given to self and others over long periods of time. The employee will be required to provide his/ her own transportation. The employee must occasionally lift and/or move up to 25 pounds.

Experience and Training

An Associate's degree in Facilities Management, Landscape Architect or a related field and at least four (4) years of increasingly responsible experience in management of public and/or private infrastructure. An equivalent combination of education and experience may be substituted for the minimum qualifications contained herein.

LICENSE OR CERTIFICATE

- Must possess a valid and current driver's license.

Note: The above description is illustrative only. It is not meant to be all-inclusive.

I understand that nothing in this position description restricts the town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee Date

Supervisor Date

DRAFT