

NOTICE

There is a job vacancy with the **BAY COUNTY BUILDINGS AND GROUNDS DIVISION**.

JOB TITLE: BUILDINGS AND GROUNDS SUPERVISOR

RATE OF PAY: \$54,246.40 per year entry, progressing to \$62,088.00 per year after 4 years (MB12)

In accordance with the Agreement between the County and the Bay County Association of Managers, Professionals and Supervisors, qualified county employee applicants may first be considered.

GENERAL SUMMARY:

Under general supervision of the Recreation and Buildings & Grounds department head, is responsible for the upkeep and operations of all County facilities under the County Executive. Acts as project manager for renovation and new construction projects. Plans, directs and supervises the maintenance and custodial staff at all County facilities. Generally on call 24/7.

TYPICAL DUTIES:

1. As head of the Maintenance Department, performs the normal managerial functions of scheduling and assigning areas to staff, interviewing and making recommendations on hire, reviewing, and disciplining.
2. Reviews requests for maintenance services through MUNIS to establish priority and determine work procedures to be used, discuss nature of request, repair time and materials needed with department managers.
3. Inspects buildings regularly for cleanliness and initiates follow-up procedures as necessary.
4. Discuss major maintenance or construction projects with department heads and department managers, makes recommendations on proposed methods and estimates materials costs.
5. Supervises skilled trade workers, grounds coordinator, Pinconning Park employees, maintenance employees and custodial supervisor. Monitors upkeep of the Bay County Fairgrounds, Veteran's Memorial Park softball diamonds and Pinconning Park.
6. Supervises snow removal and lawn care of all facilities.
7. Oversees the budgets of several activities and operations. Approves invoices through MUNIS.
8. Discuss operations of heating, cooling and refrigeration systems at each facility with County staff for any irregularities.
9. Visits job sites regularly as projects are started and review progress.
10. Maintain MUNIS Preventative Maintenance and Fleet & Facility plus work order programs.
11. Attends Board of Commissioners meetings as well as Ways and Means and Personnel/Human Services Committee meetings. Prepares memos and answers any questions the Board may have.
12. As telephone administrator, performs moves, additions and changes for the county phone system and phone-mail system.
13. Monitors and implements energy efficiency programs at all County facilities and applies for grants whenever they become available.
14. Responsible for safety of workers and OSHA/MIOSHA compliance.
15. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assign to this classification. They are not to be constructed as an exhaustive list of all the job duties performed by personnel so classified.

QUALIFICATIONS:

Required:

1. Blueprint reading for structural, electrical, and mechanical system, plumbing systems and architectural;
2. All phases of electrical work;
3. Working knowledge of carpentry, plumbing, masonry, welding, building renovation, electronics, telephone maintenance, grounds keeping, custodial products/procedures, metal fabrication, security system, energy management, and pool operations;
4. Experience and training in air conditioning, refrigeration and boilers, both hot water and steam;
5. 3 years direct supervision of personnel.
6. Must be able to lift up to 30 pounds, less than 10% of the time. Visual acuity, with or without corrected lens required.

Physical: This position involves sitting, being mobile, bending and/or standing for significant periods of time. Valid Michigan operator's license required.

Make application online at www.baycounty-mi.gov or in person/via US mail to the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, MI 48708-5121, no later than **4:00 p.m. Monday, October 14, 2013.**

AN EQUAL OPPORTUNITY EMPLOYER

BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN ITS PROGRAMS AND ACTIVITIES.