

## BUILDINGS/GROUNDS SUPERINTENDENT

### I. DEFINITION

#### BUILDINGS/GROUNDS SUPERINTENDENT

This is responsible supervisory work related to the direction of a very large and complex buildings and grounds maintenance and repair program at an institution, building complex, or other physical plant; **OR** the most complex building maintenance and repair program at a building complex or institution; **OR** the overall building and grounds maintenance and repair program at a freshman-sophomore campus within UW System. The maintenance and repair program may include any of the following: power plant; water treatment and/or sewage disposal operation; water, steam, and/or electrical distribution systems; mechanical, electrical, and pneumatic systems; heating, cooling, and ventilating systems; grounds maintenance; custodial services; and automotive maintenance and repair. Work is performed under general supervision.

Examples of work performed include, but are not limited to, any combination of the following:

- Conduct meetings with supervisors to discuss management policy.
- Develop, submit, approve and oversee project schedules and construction.
- Develop and enforce policies and procedures which ensure compliance with a variety of safety and environmental regulations, including indoor air quality, confined space entry, hazard communications, hazardous materials reporting, OSHA and U.S. Department of Commerce workplace and building standards, and the American's with Disabilities Act.
- Develop and schedule immediate and long-range plans for repairs and replacement of furniture, furnishings, and equipment.
- Develop budget(s) for custodial, maintenance, utility plants and/or grounds programs.
- Direct the operation of trucking services, automotive garage services, furniture repair, and street maintenance.
- Direct students or other limited-term employees, and/or inmates of correctional facilities.
- Keep records.
- Oversee the operation of the largest steam generating plants and all phases of heating, electrical, water treatment, sewage disposal, and custodial operations.
- Plan and direct a program of maintenance and repair, including heating, plumbing, ventilation, electrical, water treatment, sewage disposal, and grounds operations.
- Plan, implement, and direct complex mainstream waste and recycling program.
- Plan, direct, and oversee the maintenance and repair of electronic video surveillance systems, complex electronic and hydraulic security systems, electric locking systems, or manual locking systems.
- Provide contract administration and oversee contract labor and vendors.
- Schedule and make inspections of buildings to ensure that standards are met.
- Supervise staff, which may include other supervisors, administrative support and maintenance staff.

University of Wisconsin – Sheboygan: Under the general supervision of the Campus Assistant Dean for Administrative Services, functions as the Superintendent for all campus buildings and grounds. The position directs all operations and staff activities of the physical plant department; develops a program of building and grounds operation, maintenance, and repair; develops environmental health, safety, and security programs; participates in planning and management of construction and renovation projects; and

prepares and manages annual State and County budgets. At times, this position may also directly supervise or perform trades level repair and maintenance duties.

**II. QUALIFICATIONS**

A valid Wisconsin driver's license, commercial driver's license, and/or pesticide applicator certification may be required for some positions.

**III. RELATED TITLES**

Building/Grounds Supervisor  
Power Plant Superintendent  
Craftworker Supervisor  
Custodial Services Supervisor