

## BUILDINGS/GROUNDS SUPERVISOR

### I. DEFINITION

#### BUILDINGS/GROUNDS SUPERVISOR

This is responsible work related to the supervision of a buildings and grounds maintenance and repair program. Positions allocated to this title definition may be responsible for the overall buildings and grounds program at an institution, building complex, or other physical plant, or for a portion of the overall program. 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, electronics, and pneumatic systems; heating, cooling, and ventilation 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:

- Advise on construction and remodeling work.
- Conduct on-the-job training programs.
- Develop and implement a preventative building maintenance program.
- Investigate damage and inspect work after repairs have been completed, ensuring proper and timely completion.
- May direct students or other limited-term employees, and/or inmates of correctional facilities.
- May participate in maintenance and repair activities.
- Participate in budget development.
- Perform the duties of the Building/Grounds Superintendent in their absence.
- Plan and direct the maintenance of roads, parking lots, and pedestrian walkways.
- Plan and schedule work assignments.
- Plan and direct grounds maintenance activities, including the care of landscaped plants and recreational and/or athletic turf.
- Plan and/or direct a greenhouse operation, waste and recycling program, window-washing program, snow removal program, custodial operation, pest control program, or similar operation or program.
- Prepare and maintain reports, records, and personnel documents.
- Recommend the purchase of services, supplies, materials, and new equipment.
- Supervise staff, including administrative support staff.
- Supervise the adjusting and calibrating differential of pressure gauges, hygrometers, thermostats, and master and sub-master regulators.
- Supervise the maintenance and repair of fleet vehicles and trucks, including oil changes, brake and exhaust system replacements, and engine tune-ups.
- Supervise the repair and construction of furniture, and installation of drapes and carpets.
- Supervise the testing, treatment, and maintenance of swimming pools and cooling towers.

#### **Representative positions:**

University of Wisconsin-Stout, Physical Plant Department: Under the general supervision of the Buildings/Grounds Superintendent, function as the grounds supervisor for UW-Stout. The position plans, schedules, and directs the activities of personnel engaged in grounds maintenance, and makes long-range planning recommendations regarding fiscal needs, construction, maintenance and repair of secondary roads and parking lots, athletic areas, and campus landscaping.

**II. QUALIFICATIONS**

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

**III. RELATED TITLES**

Buildings/Grounds Superintendent  
Power Plant Superintendent  
Crafts Worker Supervisor  
Custodial Services Supervisor