



CITY OF HYATTSVILLE, DEPT. OF PUBLIC WORKS

POSITION CLASSIFICATION: **BUILDING AND GROUNDS SUPERVISOR**

Grade: 114 FLSA: Exempt Full-time position with benefits

Salary commensurate with education and experience: Range \$52,095 - \$56,926

NATURE OF WORK

This position, which reports to the Superintendent of Public Works, will oversee maintenance and repair of the facilities and grounds of the City of Hyattsville. Scope of duties includes making site surveys, preparing specifications for job estimates and bids, and supervising and training employees reporting to this position. This is a working supervisory position.

ESSENTIAL FUNCTIONS

1. Supervises and trains all employees in the maintenance department who maintain the building and grounds of the City.
2. Hires workers, gives performance appraisals, and carries out disciplinary procedures.
3. Schedules working hours and assigns projects.
4. Develops schedule for routine maintenance and monitors performance to ensure that the schedule is followed, and the quality of work meets established standards.
5. Works with Department Director and Superintendent of Public Works to prepare a budget for the department and reviews monthly financial reports to be aware of any deviations.
6. Prepares reports for Superintendent of Public Works as required or requested.
7. Works with Superintendent of Public Works to determine needs for major renovations, modifications, or new construction.
8. Prepares specifications for job estimates and bids for major projects that are to be performed by outside contractors instead.
9. Inspects and approves all work performed by outside contractors.

KNOWLEDGE, SKILLS AND ABILITIES

1. Bachelor's degree or equivalent experience in Facilities Management.
2. At least 5 years' experience in maintenance or construction, with a proven record of good managerial and supervisory performance.
3. Ability to read blueprints and working diagrams for projects.
4. Ability to use common computer programs (Microsoft Office Suite to include Excel) to keep records and prepare reports.
5. Good communication and human relations skills.

