



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 \$56,926 - \$63,142

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.

MINIMUM QUALIFICATIONS

1. Bachelor's degree or equivalent education and experience.
2. Minimum of 5 years' experience in maintenance or construction, with a proven record of good managerial and supervisory performance.

LICENSES AND CERTIFICATIONS

- HVAC Certification preferred.
- Plumbing and Electrical Certifications preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

- Work requires walking, standing, bending, carrying items under 50 pounds, such as books, files, papers, etc., as necessary, in an office environment.
- Incumbent will be required to work in and around traffic, trucks, and buildings.
- Work may take place outside during inclement weather.
- Good mobility necessary to inspect all areas of buildings and grounds.
- Good visual acuity to inspect buildings and grounds.
- Ability to read and evaluate proposals and bids from outside contractors.

ADDITIONAL INFORMATION

Please note that this description is not intended to describe all the duties associated with this position and the City in its sole discretion reserves the right to modify the duties of the position.

HOW TO APPLY

All applicants must submit a City application, résumé, and cover letter to be considered.

The City of Hyattsville is an Equal Opportunity Employer without regard to race, color, religion, national origin, sex, ancestry, marital status, age, sexual orientation, disability, political or union affiliation. Applications may be picked up at the Hyattsville City Administrative Office, 4310 Gallatin Street, Hyattsville, MD, at the 3rd floor reception area, Monday thru Friday, 8:30 a.m. to 5:00 p.m. The application is also available for download at www.hyattsville.org. Questions on this vacancy may be directed to Vivian Snellman at 301-985-5043.

Creation Date: _____

Department Approval:

L. Riddle, Dir DPW Date: _____

Revision Date: _____

Human Resources Approval:

V. Snellman, Dir. HR