

9729
BUILDING AND GROUNDS MANAGER

Nature of Work

Under limited supervision, at the advanced level, performs managerial work analyzing agency building and ground requirements and recommending to management improvements, renovations and efficient space usage. Responsible for providing management with an effective overview of existing buildings and grounds conditions and recommendations to improve any deficiencies. The overall coordination and responsibility of repair and upkeep of division property is performed through effective management of contracted construction, maintenance and custodial services. Frequent travel is required. Performs related work as required.

Examples of Work

Oversees and directs the operations of maintaining, repairing and renovating state property.
Recommends alterations and renovations to existing structures.
Evaluates and determines adequate operating space requirements for work units.
Recommends, when necessary, the addition of work space as dictated by division needs and expansion.
Ensures the division's conformance to state building codes and safety and fire regulations.
Establishes maintenance and repair procedures to be used by all building maintenance personnel.
Determines adequacy of and makes recommendations for additional structural lighting, heating and ventilating equipment.

Knowledge, Skills and Abilities

Knowledge of various phases of building construction, building maintenance and repair, janitorial work, and office renovation.
Knowledge of building maintenance and building facilities.
Knowledge of a variety of maintenance trade skills and uses.
Knowledge of safety and fire regulations, precautionary measures and building codes.
Ability to read, interpret and revise blueprints and building plans.
Ability to develop cost effective and efficient working procedures.
Ability to coordinate and supervise the work of skilled and unskilled trades and maintenance workers.
Ability to identify maintenance renovation and repair needs and determine the appropriate action to meet those needs.

Minimum Qualifications

Training: Graduation from a standard high school or equivalent.

Substitution: Additional experience as described below may be substituted on a year-for-year basis for the required training.

Experience: Eight (8) years of full-time or equivalent part-time paid experience in building maintenance, building construction, or in the installation and maintenance of building electrical or heating systems.

Substitution: Successful completion of study from a regionally accredited college or university in building trades, or related business or vocational school training may be substituted for the general experience on a year for-year basis for up to two (2) years of the required experience.

Special Requirement: Specific positions may require certification from a federal EPA approved testing organization as a certified technician required by the Clean Air Act on refrigerant recycling.

Established: 12/01/1991
Revised: 09/22/1997; 03/16/2018
Effective: 03/16/2018