

## Florence County Job Description

**Position Title:** Building and Grounds Maintenance Supervisor  
**Department:** Building and Grounds  
**Reports To:** Building and Grounds Committee  
**FLSA Status:** Full-Time/Non-Exempt  
**Salary Range:** \$18.00 - \$26.50  
**Salary Grade/Level:** 9

**Position Summary:** Performs and supervises activities of maintenance and janitorial employees engaged in cleaning and maintaining County buildings and facilities. May assign tasks to employees and inspect completed work for conformance to standards.

### **Essential Functions:**

- **Maintains County buildings by providing scheduled cleaning services, such as dusting and cleaning shelves, radiators, moldings and window sills; mopping, sweeping, vacuuming and waxing floors; washing walls and windows, emptying office trash and recycling bins; cleaning bathrooms, sinks, toilets, fixtures, floors and walls; lightbulb replacement.**
- **Maintains and orders bathroom and cleaning supplies.**
- **Performs minor repair work: electrical, furniture, doors, locks, floor tile and carpeting and windows as needed.**
- **Maintain heating system (includes preventive maintenance), replacing pumps and motors when possible.**
- **Performs Grounds duties, such as mowing lawns, shoveling snow, trash removal, and watering lawns.**
- **May perform building security duties under the direction of the Clerk's Office; assist with assessing safety hazards and reporting any issues.**
- **Unload freight trucks when needed.**
- **Provides set up for Court, Jury Trials, County Board and related Committee meetings.**
- **Regularly performs janitorial maintenance duties at the Resource Center.**
- **Maintains seasonal equipment: snow blower, lawnmower, snow plow equipment.**
- **Check fire extinguishers and smoke detectors regularly.**

### **Maintain flag poles and flags.**

- Prepare weekly maintenance schedules and allocate work
- Supervise and train maintenance technicians and janitorial staff
- Hire and supervise tradesmen during installations, repairs or maintenance (electricians, plumbers etc.)
- Oversee all repairs and ensure that work is completed on time
- Contribute to the development of maintenance budget and ensure compliance
- Monitor inventory of materials and equipment
- Issues supplies and equipment
- Participate in coordination of projects (e.g. renovations)
- Step in for maintenance staff as needed
- Attend staff meetings
- All other duties as assigned

### **Supervisory Requirements:**

- Supervise maintenance staff

### **Education:**

- High School Diploma required; degree from a vocational school preferred
- 2 years of experience as a maintenance or janitorial supervisor preferred

### **Knowledge, Skills and Abilities:**

Any equivalent combination of training and experience, which provide the following knowledge, skills and abilities:

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- Strong technical knowledge of all building systems (electrical, heating, plumbing, etc.)
- Knowledge of health & safety practices and regulations
- Understanding of budgeting and performance management
- Excellent planning and leadership abilities
- Strong communication and interpersonal skills
- Ability to work cooperatively with others including: County employees, County officials, and the general public.

### **Physical Requirements:**

- Must have the ability to lift, bend, stoop, climb or reach.
- Must have the ability to perform all types of property maintenance and sanitary duties, including the proper use of maintenance and custodial equipment.
- Regularly lift and or move up to 25 pounds and occasionally lift or move up to 50 pounds.
- Vision requirements include close, distant, color, peripheral, depth and ability to adjust focus.

### **Residency Requirement:**

- Must live within the State of Wisconsin or will move to the State of Wisconsin within one year.

### **Work Environment:**

- Portion of work week spent in an office environment. Minimal noise level.
- Regularly exposed to and working in outside weather conditions.

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### Employee Acknowledgement:

I acknowledge that I have received a copy of the Building and Grounds Maintenance Supervisor job description and understand that it is my responsibility to read and understand it. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor or department manager.

Florence County is an Equal Opportunity Employer. Florence County does not discriminate on the basis of any Wisconsin or Federal protected classification. In compliance with the ADA, Florence County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss accommodations with their employer and/or supervisor.

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Signature

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Date

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Printed Name