

# JOB DESCRIPTION



---

**Position Title:** Building and Grounds Manager

**Department:** Facilities

**Employment Category:** Administrative Staff

**Primary Location:** District Wide  
Based at the Douglas Campus

**FLSA Classification:** Exempt  
**Remote Work Eligible:** No

**Parameters:** Full-time; 12 months/year

**Pay Grade:** AS13

---

**Position Summary:** The Building and Grounds Manager is responsible for planning, coordinating, implementing and directing the maintenance and repair of College facilities, athletic fields and grounds, including upgrades, renovations and new construction projects.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:  
Provides leadership and supervision of maintenance and grounds staff; develops and schedules work processes, and provides the tools and equipment necessary to complete tasks; monitors work performance and standards ensuring quality, timeliness and compliance with safety standards; participates in the hiring process, mentoring, professional development and employee performance evaluations

Assists with establishing and adherence to departmental policies and work procedures; familiarizes staff with current and updated College policies, ensuring they are observed; sets expectations and priorities to help staff achieve and maintain work schedules and standards; makes necessary adjustments to work practices and standards based on field observations and lessons learned

Develops and implements strategies for the successful maintenance, renovation and repair of all grounds and athletics fields; works closely with athletics department ensuring quality playing surfaces are ready for scheduled sporting events

Surveys college infrastructure, equipment and control systems for functionality and adequacy; maintain a safe, clean and aesthetically pleasing environment; assesses vehicle and equipment readiness, reliability and safety; identifies deficiencies, and takes corrective action to resolve potential issues or needed repairs; adheres to applicable college requirements, building codes, insurance stipulations and OSHA requirements

Coordinates all inspections, services and repairs performed internally and externally; reviews all reports, estimates and invoices, ensuring accuracy and adherence to industry standards and code requirements; takes timely action to correct deficiencies and makes record updates; keep supervisors informed of reduced status and out of commission building systems, infrastructure and equipment

Manages all inventory, maintenance and repair activities using the department's computerized maintenance management system; assigns preventative and corrective action maintenance work orders, monitors progress, and ensures required data entered when completed; maintains and tracks inventory of supplies, tools and equipment

Reviews plans and specifications for new construction, remodeling and repairs; assesses project suitability and completeness, and makes appropriate change recommendation; determines project scope, necessary equipment

# JOB DESCRIPTION



and materials, and required manpower; provides department leadership with progress reports; coordinates with contractors and vendors

Assists with procurement for contracted services, materials and equipment; assists with scope of work development, equipment and material specifications, and work schedules; participates in walk-throughs, construction meetings and performs project superintendent duties, when needed

Responds to emergency calls, tasking and work orders, as assigned by supervisor

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

## **Education and Experience Requirements:**

Associate's degree from a regionally accredited institution of higher learning recognized by the US Department of Education or equivalent education or certification  
AND

Ten years' related full-time, professional experience, including two years' supervisory experience

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

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

Knowledge of and ability to follow college policies and procedures

Knowledge of construction, maintenance, alteration and repair of building components and structures

Knowledge of local and state building codes, orders and ordinances

Knowledge of the general proper operation of and the ability to use personal computers and office software

Skill in using tools and equipment of the trade

Skill reading blue prints and schematics

Skill operating heavy equipment

Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail

Ability to supervise, train, motivate, and evaluate others to achieve success, be productive, and meet department and college objectives

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to work independently while contributing to team environment

Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes, and with a sense of urgency

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

**Work Environment:** Work is primarily performed under general supervision and may require working early morning shifts in a variety of climatic conditions. Work may result in exposure to mechanical hazards, potentially volatile or hazardous chemicals, work in high places and confined spaces. Travel may be required.

**Physical Requirements:** Essential functions of this position require: manual dexterity, large motor skills, ability to communicate, lifting, kneeling, squatting, climbing, crawling, stooping, turning/twisting, balancing, reaching and handling with varying frequencies.

# JOB DESCRIPTION



Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting only occasionally, walking and standing are required regularly, incumbents may be required to kneel, crouch/squat, crawl, climb, stoop, turn/twist, balance, reach, or handle

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports to:** Assistant Director of Facilities

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.