



## ***AUDITOR – TREASURER’S OFFICE***

*101 Main Avenue North*

*P.O. Box 616*

*Thief River Falls, MN 56701*

*(218) 683-7000*

---

## **BUILDING & GROUNDS SUPERVISOR**

Pennington County is seeking applicants for the position of Full-Time Building and Grounds Supervisor. Duties of this position include responsibility for the maintenance and repair of county facilities and grounds, and the operations and supervision of the department and related personnel.

Applicants should possess a two-year degree or vocational certificate in Industrial Arts or a related field and a minimum of three years related experience. Class 2-C Boiler license preferred.

Pennington County offers a competitive wage and benefits package, including health and life insurance, retirement pension, paid vacation and sick leave, 12 paid holidays, and a retirement pension!

Applications and a complete job description are available in the Pennington County Auditor-Treasurer’s Office, 101 Main Ave N, Thief River Falls, MN 56701 or online at: <http://co.pennington.mn.us>. Click on ‘Employment’.

Application deadline: November 27<sup>th</sup>, 2023.

***PENNINGTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER***

## POSITION DESCRIPTION PENNINGTON COUNTY

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Building & Grounds Supervisor	<b>Department:</b> Building & Grounds
<b>Immediate Supervisor's Position Title:</b> County Board	<b>FLSA Status:</b> Exempt
<b>Job Summary:</b>  Under the direction of the County Board, the Building & Grounds Supervisor is responsible for planning, oversight, and supervising the overall operations and personnel of the department engaged in the maintenance, repair, custodial care of facilities and grounds of facilities and properties owned by the County in accordance with applicable laws, rules, regulations, and standards.	

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ul style="list-style-type: none"> <li>• Plans, develops, organizes, and implements the programs, activities, and operational requirements of the Building &amp; Grounds department.             <ul style="list-style-type: none"> <li>a) Makes recommendations concerning the hiring, transfer, promotion, or dismissal of staff.</li> <li>b) Oversees, monitors, and establishes work performance standards and conducts performance reviews.</li> <li>c) Delegates, assigns, and monitors workflow and work priorities to assure the smooth operation of department.</li> <li>d) Monitors and approves unit employee timesheets.</li> </ul> </li> <li>• Repairs, performs maintenance, and/or directs department staff and/or contracted services involved in the maintenance of electrical, heating, air conditioning and/or plumbing equipment of County facilities to assure their proper functioning and operation. Supervises vendors and contractor services to assure projects and activities are performed in accordance with service agreements and work orders.</li> <li>• Provides recommendations to the County Board regarding personnel needs, products, policies, and procedures for the department. Inspects all County facilities and grounds for proper custodial and/or maintenance services and needs.</li> <li>• Collaborates and works with county departments and staff in coordinating and prioritizing various janitorial and maintenance needs and services.</li> <li>• Requisitions and/or purchases supplies and equipment. Maintenance and updates department files and records concerning all agreements, purchases, invoices, or other documents required of the department.</li> <li>• Advises and meets with the Building &amp; Grounds Committee and County Board regarding repair and maintenance or structural needs, equipment, or ground needs of the County.</li> <li>• Performs other duties of a comparable level or type, as required.             <ul style="list-style-type: none"> <li>a) Keeps abreast of changing development, trends, and technologies in areas of expertise and responsibilities.</li> <li>b) Attends conferences, seminars, regional meetings, and services on various professional organizations.</li> <li>c) Other duties as assigned.</li> </ul> </li> </ul>
---

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

**EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:**

<b>REQUIRED EDUCATION/TRAINING (choose one):</b>			<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)		
less than high school diploma			Vocational certificate		
High school diploma or GED.			Major field of study or degree emphasis:		
1 year college	x	2 years college	Industrial Arts or Trades area		
3 years college		4 years college			
1st year graduate level			<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>▪ Knowledge of the operation of building management systems (e.g. security systems, HVAC systems, plumbing, mechanical, and electrical).</li> <li>▪ The fundamentals of preventive maintenance, troubleshooting and general repairs of mechanical, plumbing, pneumatics, alarm systems, sprinkler systems, electrical or carpentry nature.</li> <li>▪ Fundamentals of supervision and management.</li> <li>▪ Cleaning practices, procedures, and products.</li> <li>▪ Budget planning and administrative requirements.</li> <li>▪ Fundamentals, concepts and processes of planning, negotiating, and monitoring contracted services.</li> <li>▪ County administrative policies and procedures (i.e. purchasing, HR, accounting, records retention, etc.).</li> <li>▪ Operation and use of grounds and custodial equipment.</li> <li>▪ Federal and state health and safety codes and regulations.</li> <li>▪ Building and construction codes and requirements.</li> <li>▪ Office administrative and recordkeeping principles, practices, and requirements pertaining to assignment.</li> </ul>		
2nd year graduate level					

**Required Work Experience in Addition to Formal Education/Training:**  
Minimum of 3 years experience in leading, supervising and/or overseeing custodial, grounds and maintenance operations.

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required:</b> Requires a valid driver's license in the State of MN; Class 2-C Boiler's License
-------------------------------	--

**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS**

	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1	Custodian I, Custodian II	4



**ESSENTIAL SKILLS  
REQUIRED TO  
PERFORM THE  
WORK**

**Skilled in:**

- Establishing and maintaining effective working relationships with employees, supervisors, Board members, department heads, and vendors and county staff.
- Delegating, supervising, training, evaluating, and planning work assignments and priorities for department staff.
- Troubleshooting, repairing, and servicing mechanical, electrical, or HVAC systems and equipment involving semi-skilled activities.
- Planning, implementing, and monitoring various departmental projects, programs, renovations, and contracted services across the district.
- Applying procurement techniques, e.g., bid work, preparing project specifications, pricing, and ordering.
- Reading, understanding, and applying schematics and blueprints.
- Planning, developing, recommending, and monitoring approved department budget(s).
- Planning, overseeing, and developing preventive maintenance plans, schedules, and procedures.
- Planning, prioritizing, and organizing tasks and functions.
- Ability to work independently with minimal supervision.  
Planning and addressing facility needs and requirements with respect to safety and health, state and municipal requirements, laws, codes, rules and guidelines.

**HAZARDOUS WORKING  
CONDITIONS:** *The essential duties  
of the work are performed under  
various physical hazards or  
environmental conditions noted.*

**Unusual or hazardous working conditions related to performance of  
duties:**

Duties involve participating in and working with various hand tools, power tools and equipment in the servicing and repair of various electrical, mechanical, plumbing, heating, cooling, and ground maintenance equipment that may involve moderate risks. Some exposure to disagreeable conditions such as sewage, heights, spills, clogged stools/pipes, and moving equipment. Performs duties in a variety of weather conditions, uses various cleaning solutions, solvents, and chemicals. Risks, hazards, and environmental conditions can be characterized as moderate in nature.

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Medium Heavy Work:**

Exerting up to 75 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.



<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>			x	
<b>Walk</b>				x
<b>Sit</b>		x		
<b>Use hands dexterously (use fingers to handle, feel)</b>			x	
<b>Reach with hands and arms</b>				x
<b>Climb or balance</b>		x		
<b>Stoop/kneel/crouch or crawl</b>				x
<b>Talk or hear</b>				x
<b>Taste or smell</b>		x		
<b>Physical (Lift &amp; carry): up to 10 pounds</b>				x
<b>up to 25 pounds</b>			x	
<b>up to 50 pounds</b>		x		
<b>up to 75 pounds</b>		x		
<b>up to 100 pounds</b>	x			
<b>more than 100 pounds</b>	x			

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_

**Department Head's Signature** **Date**

**Classification History:**  
Prepared 09/2011 by BCC; Revised 11/2023 by Pennington County