



Division Manager – Buildings and Grounds

Job Description

Department: Public Works
Position: Career Service
Grade: 729
Supervisory: Supervisor
Reports to: Associate Director – Public Works

Summary

Under general guidance and direction of the Associate Director – Public Works, supervises, plans, coordinates, and directs the activities and personnel of the Buildings and Grounds Division of Public Works.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the activities and personnel of the Division.
2. Make staffing decisions within the division including hiring, training, performance evaluations, scheduling of workloads and job assignments, safety awareness, and retention of assigned personnel.
3. Compile, review, and maintain reports, daily work records, timecards, payroll information, work specifications, Buildings and Grounds division contracts, and appropriate personnel documentation within the division.
4. Organize and oversee the setting of goals for the division on an annual basis with planned quarterly meetings to discuss progress or modifications, as needed.
5. Supervise and correlate division involvement within the department and with other County departments, volunteer groups, building tenants, suppliers, engineers, architects, contractors, and outside agencies.
6. Make maintenance and purchasing decisions for equipment, tools, and supplies within the division.
7. Assist with preparation of the division budget; monitor and approve division purchase orders and expenditures.
8. Plan and coordinate preventive and regular maintenance of carpentry, electrical, mechanical, systems, landscaping, and grounds for Utah County facilities.
9. Monitor data related to the cost of building operations and equipment replacement/maintenance; recommend building rental rates, as needed.

For Office Use Only

Job Code: 2092
Job Title: Division Manager – Buildings and Grounds
FLSA: Exempt
Effective Date: 3/2/2023
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: No
DOT: No
ML: Division Director

10. Coordinate contract services for the maintenance of County facilities.
11. Oversee all aspects of health and safety concerning County buildings, assigned employees, and hazardous materials.
12. Respond to questions and complaints from the public, outside agencies, and County departments concerning the maintenance of County buildings and grounds.
13. Participate as a member of the Department Management Team; inform and advise team of projects and tenant status.
14. Maintain current knowledge of building maintenance techniques through professional collaboration, seminar attendance, publications, and other resources.
15. Prepare and compile specifications as needed for building projects and assist on the evaluation committee of bids as requested.
16. Manage construction projects for new facilities and within existing facilities by checking blueprints, plans and specifications.
17. Actively participate with design and implementation of remodeling, construction, and capital outlay projects as part of the construction team including attending construction meetings with architects and/or engineers.
18. Supervise storage, availability, and disposal of surplus items.
19. Respond to emergency situations, as assigned.

Knowledge, Skills, and Abilities

- Knowledge of principles, practices, materials, and equipment used in facility operations, maintenance, and management
- Knowledge of current construction principles, methods, and codes
- Knowledge of supervisory techniques, training methods, and personnel procedures
- Knowledge of maintenance engineering and electrical, mechanical, and HVAC systems
- Knowledge of plumbing and electrical work
- Skilled in reading, writing, and intermediate math
- Skilled in interpersonal communication
- Skilled in budget preparation
- Skilled in interpreting diagrams, sketches, and maps
- Skilled in reading blueprints, plans, and specifications
- Skilled in cost estimating
- Skilled in analytical problem solving
- Skilled in using hand and power tools
- Skilled in using light and heavy equipment
- Skilled in word processing, basic computer operation, and document composition
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to effectively supervise, motivate, and guide others

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- Ability to communicate effectively verbally and in writing
- Ability to maintain files, records, and reports
- Ability to coordinate multiple tasks efficiently
- Ability to remain poised in emergency situations

Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, but work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery, and hazardous chemicals. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. This job requires the use of protective devices such as masks, goggles, and gloves. The noise level in the work environment is usually moderate to very loud. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between different shades of color and patterns. The employee is required to type, file, and lift office supplies weighing up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

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Required Education and Experience

- 1. Bachelor’s degree in Physical Plant Management or a related field.
- 2. Six (6) years of work experience performing plant management activities, including three (3) years in a supervisory capacity.
- 3. Equivalent combinations of education and experience may also be considered.

Additional Eligibility Qualifications

- 1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
- 2. Selected applicants must obtain the following certifications during the probationary period for new hires or the trial period for promoted county employees and must maintain certifications during employment when applicable.
 - a. Forklift Certification
 - b. CPR Certification
- 3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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