



Building and Grounds Assistant Manager

Building and Grounds

BG/2
Grade 19/Exempt

JOB SUMMARY

This position provides assistance to the Buildings and Grounds Manager with the management and maintenance of county buildings and grounds. The position is also responsible for managing the county's Special Local Option Sales Tax projects.

MAJOR DUTIES

- Assists with directing the maintenance and repair of county buildings, including plumbing, electrical, painting, HVAC, carpentry and structural maintenance and repair.
- Assists with monitoring contractor performance to ensure compliance with construction specifications, local ordinances and safety standards.
- Issues and approves purchase orders; verifies and approves invoices and submits for payment.
- Coordinates with vendors and other county departments to order parts and supplies as needed.
- Meets with personnel from other departments to develop work projects and prepare cost estimates.
- Tours facilities to identify maintenance and repair needs. Responds to and coordinates the response to repair needs.
- Assists with preparation of the annual budget request and monitors expenditures under approved budget.
- Maintains access control and security system at the Human Services Building; coordinates with vendors for maintenance needs.
- Supervises assigned inmate laborers.
- Responds to and coordinates the response to repair requests.
- Secures quotes for maintenance repairs, preventive maintenance and improvements of county facilities.
- Assists with coordination of SPLOST projects.

- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the practices, processes, materials and equipment used in the maintenance, repair construction and improvement of public buildings.
- Knowledge of county and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of county purchasing policies and procedures.
- Knowledge of access control software.
- Knowledge of building and construction maintenance experience and project management principles.
- Skill in planning, prioritizing and organizing work.
- Skill in prioritizing and planning.
- Skill in the maintenance of files and records.
- Skill in reading, understanding and interpreting plans, blueprints, schematics and construction drawings.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.
- Skill in interpersonal relations.

SUPERVISORY CONTROLS

The Buildings and Grounds Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include building and fire, OSHA guidelines, county and department policies and procedures Georgia Department of Corrections policies and procedures. These guidelines require judgement, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and maintenance related duties, as well as administrative and technical duties. Competing priorities and frequent interruptions contribute to the complexity of

the position.

- The purpose of this position is to provide assistance in the management of county buildings and grounds, as well as the coordination of county SLOST projects.

CONTACTS

- Contacts are typically with co-workers, other county employees, elected and appointed officials, vendors, contractors and members of the general public.
- Contacts are typically to give or exchange information, motivate persons, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and occasionally heavy objects, climbs ladders, and distinguishes between shades of color.
- The work is typically performed in an office, stockroom, warehouse, and outdoors, occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position supervises inmate workers as assigned.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for three to five years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain appropriate certifications from the Georgia Department of Corrections for the supervision of inmate laborers.