



The Spring Creek Association

Assistant Buildings & Grounds Superintendent

Position Title: Assistant Buildings & Grounds Superintendent

Classification: Hourly

Department: Buildings & Grounds

Schedule: Hourly – 40+ hours a week

Reports To: Buildings & Grounds Superintendent ; SCA President

Branch: Buildings and Grounds

ESSENTIAL FUNCTION:

Under the direction of the SCA President, the Assistant Buildings & Grounds Superintendent is responsible for overall Facilities, Buildings and Grounds Operations under the direction of the Buildings & Grounds Assistant Superintendent and SCA President. At times, the Assistant Superintendent will be considered a “floater” needing to help in different areas and give oversight including in the Roads Department. The working Assistant Superintendent is responsible to perform and assign duties and for supervising crews with the Buildings & Grounds Superintendent that will perform work during operating and non-operating hours. Supervision is exercised directly, over a staff of technical, labor/trades and support personnel.

This active and working position requires the incumbent take responsibility for the mechanical, physical appearance and presentation of SCA facilities, and grounds and when needed, roads. The incumbent is responsible for providing member service through caring, honest, respectful and responsible actions and interactions that contribute to the relationship between the member and the Association.

This position requires a self-starter who is looking to work hard on multiple projects at a time. This position is NOT a desk job. The ideal candidate and working Assistant Buildings & Grounds Superintendent will spend about 10% of the job in office for paperwork and the rest helping in the field driving work to completion and crews to finish jobs start to finish. Additionally, the Assistant Buildings & Grounds Superintendent will have a background overseeing small to large projects start to finish and has the ability to lead many projects at once.

ESSENTIAL SKILLS:

- Must able to manage tasks insuring their successful completion.
- Must be able to work independently and prioritize daily work duties.
- Must be an effective communicator and have the ability to make sound judgments and decisions.
- Must recognize and respect all sensitive information and utilize confidentiality accordingly.
- Must be able to model expected behavior, motivating fellow staff and volunteers, and be capable of working with diverse groups.
- Must follow all SCA safety policies at all times.
- Must be able to operate and maintain heavy, motorized equipment used in earth moving and composting operations in a safe and efficient manner. Perform related duties and responsibilities as instructed by the road supervisor.
- Operate heavy power-driven equipment.
- Perform a variety of skilled construction and maintenance tasks.
- Read and interpret maps, sketches, specifications and technical manuals.
- Perform a variety of manual tasks for extended periods in unfavorable weather conditions.

- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Prepare written reports and/or forms.
- Communicate clearly and concisely, both orally and in writing or via radio.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work flexible hours, including evenings and weekends as required.

DUTIES AND RESPONSIBILITIES:

1. Plans, organizes, directs and coordinates the operations and maintenance of SCA facilities, buildings and grounds, at times roads, and the operation of vehicles and equipment within the departments.
2. Develops and implements long and short range goals and objectives and establishes policies and procedures for implementation of facilities, buildings and grounds maintenance and repair operations.
3. Resolves operational problems, develops and implements new programs, methods and procedures to increase efficiency and quality of work.
4. Participates in capital improvement planning and program evaluation and in the coordination of implemented projects for SCA facilities, buildings and grounds improvement and modification.
5. Participates in the selection of equipment and specifications and determines appropriate maintenance and repair schedules and procedures.
6. Selects, plans, assigns, supervises and evaluates the work of subordinates.
7. Conducts periodic inspections of SCA facilities, buildings and grounds and equipment, investigates and resolves complaints and personnel and procedural problems.
8. Reviews and analyzes work records, activity, material and equipment reports, technical materials and related data and prepares reports, cost estimates and technical data for management review.
9. Coordinates SCA facilities, buildings and grounds activities with other Divisions, Departments and local agencies.
10. Participates in the preparation of the Budget; administers and monitors expenditures throughout the fiscal year.
11. Participates in the development and presentation of annual SCA facilities, buildings and grounds improvements to management.
12. Evaluates the quality, efficiency and effectiveness of SCA facilities, buildings and grounds.
13. Initiates and develops continuing education programs for staff.
14. Regular contact with staff, other departments, public agencies, contractors, vendors and the general public to provide and exchange information, to make explanations, purchase materials, coordinate activities and to resolve complaints.
15. Supervises crew which includes delegating tasks, monitoring work habits and instructing and training crew on custodial procedures. Responsible for protection of SCA property and assisting the President with performance reviews.
16. Operate heavy, motorized equipment including but not limited to, dump trucks, dozers scrapers, loaders, excavator, etc. and other equipment to support a variety of operations at Association facilities.
17. Excavate land surfaces using graders and other construction equipment.
18. Broom bike paths; Operate brush hog along roadways and other land surfaces.
19. Participate in prep work and chip-seal of roads.
20. Snow removal and salt/sand application to roadways.
21. Use hand-held mobile radio units to coordinate tasks and resources.
22. Plans, coordinates and supervises the maintenance of landscape and grounds in assigned parks, administrative office and other association facilities, including inspection, maintenance, and improvements; evaluates maintenance issues, and recommends and implements solutions to provide safe, clean and aesthetically pleasing facilities.
23. Assists in the construction, alteration, preparation, painting and repair to structures made of wood, plaster, concrete or brick; assists in the construction of cabinets, tables, shelves and other types of furniture.
24. Assists in the installation, repair and maintenance of building roofs, siding, trim, flooring, and walls, and responds to other service requests.
25. Assists in the repair and maintenance of lockable hardware such as doors, automatic electric doors, windows, and security systems to the facilities.

26. Assists in the troubleshooting, repair and maintenance of electrical distribution systems including electric motors, electric controls, fire alarms, and clock systems.
27. Assists in the inspection, repair, or replacement of all construction related items.
28. Assists in the maintenance and repair of plumbing and heating fixtures and components, piping of various size and type; checks safety equipment and replaces components such as washers, gaskets, and filters.
29. Employee Development
- Maintain discipline in a fair and equal manner.
 - Evaluate staff performance semi-annually and annually based on approved performance appraisals.
 - Follow all guidelines and practices as set forth by Human Resources.
 - Create a positive, developmental work environment through a system of achievement recognition and ongoing individualized training plans.
 - Provide leadership and direction to staff in areas of membership development and retention, program development, volunteer development and customer service.
 - Recruit, train and supervise management staff as necessary to achieve constant growth financially and programmatically.
 - Provide all necessary information so employees can complete assigned tasks.
 - Provide support in role clarification and employment growth/expansion.
30. Team Development
- Recruit, train and supervise staff as necessary to achieve constant growth.
 - Create a positive, developmental work environment through an effective meeting structure including daily huddles, weekly cabinets, one-to-one meetings, annual subordinate once removed meetings and ongoing training as needed.
31. Facilities and Operations Management
- Approve and process payroll for your staff.
 - Monitor work area, equipment, members and staff for safe and working operation at all times.
32. Work in and help manage road department as needed and assigned by President.
33. Carries out other duties as assigned by supervisor.

EDUCATION AND EXPERIENCE:

Education: Minimum of a high school diploma.

Experience: Five (5) to seven (7) years of increasingly responsible experience in construction, maintenance and repair, including at least three (3) years supervisory or administrative experience. OR an equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities.

Skills and Ability Requirements: Must provide or be willing to obtain current certifications for the following:

- CDL
- Pesticide Applicator

Must be able to read and write to effectively communicate expectations in completing tasks through a crew. Must be able to read, understand and communicate implications of product warning and instruction labels.

Broad Knowledge Of:

- modern methods, materials and equipment utilized in the construction, maintenance and repair of roads and property.
- principles of administration, supervision, training and evaluation.
- budgetary and financial procedures and data processing applications.
- research, analysis, evaluation and reporting techniques.
- occupational hazards and safety requirements of operation of light - heavy equipment and tasks associated with the construction, maintenance and repair of roads and property.

- broad knowledge of standard practices and procedures of construction trades such as plumbing, HVAC, electrical, carpentry, painting and mechanical systems, including materials and tools. Understanding of methods and practices followed in the maintenance of tools, machinery, and equipment. Performs a wide variety of general and preventive maintenance and repair work as directed.
- Methods, materials, tools and equipment used in parks maintenance.
- Landscape and irrigation design and maintenance practices and standards.
- Principles and practices of pesticide/herbicide application and plant disease identification and treatment.
- Proper use and storage of chemicals, including OSHA Material Safety Data Sheets (MSDS) for hazardous chemicals used in the workplace.
- Federal, State and County safety rules and regulations.
- The various types, models, capacity and operative characteristics of heavy equipment and maintenance procedures.
- The planning, organization, utilization and management of manpower and equipment within prescribed budgetary requirements and established standards.
- Identification and resolution of operational, procedural and personnel problems.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

Must be able to operate all types of equipment including Heavy Equipment/ Needs to be energetic and physically able to walk multiple flights of stairs continuously. Must be able to lift 100 lbs., to climb ladders to a min. 10 feet, to walk, bend, twist reach overhead regularly. Work is subject to varying post or job site assignments and may be subject to call-back, on-call status and overtime. Irregular schedules including completion of work assignments on weekends and holidays may be needed. Work is also subject to traveling and performing work assignments, which includes safe operation of vehicles/equipment and hand and power tools, in outlying or remote areas of the Association involving exposure to varying weather conditions of extreme hot and cold temperatures. May involve performance of moderate to strenuous manual labor in same weather conditions. Involves exposure to exhaust and other chemicals.

EFFECT ON END RESULT:

This position has a direct impact on the overall effectiveness with which the organization accomplishes its mission in service to members and the community.

Member satisfaction will improve through providing clean, safe, well maintained facilities for members and guests.

Expense reduction through inventory and controls.

Increased production through effective planning and use of resources.

Decrease in number of accidents and claims through regular, documented facility inspections.

Improved public perception as a quality organization demonstrated by a well-maintained facilities, roads and buildings and grounds.

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended to be a reflection of those principal job elements essential for recruitment and selection, for making fair job evaluations, and for establishing performance standards. The incumbent shall perform all other functions and/or be cross-trained as shall be determined at the sole discretion of management, who has the right to amend, modify, or terminate this job in part or in whole.

Incumbent must be able to perform all job functions safely.

Incumbent Printed Name

Supervisor Printed Name

Incumbent Signature

Date Signed

Supervisor Signature

Date Signed