

**Position Description  
Cover Sheet**

In order to make an objective and accurate evaluation of a position, it is very important that the position description (PD) contain **specific** data. Therefore, please provide all information requested and forward this form through the division dean to the Human Resources Office for classification.

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Title Building and Grounds Supervisor 9041

Division/Department DFS/FCL

Campus LAPL

Check one: New PD \_\_\_\_\_ Revised PD X No changed to PD \_\_\_\_\_

Please identify any similar positions already established in the department:  
Building and Grounds Evening Supervisor

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Is this a Director-Level position? Yes \_\_\_\_\_ No X

Reports to Sheila E. Thompson Date 7/11/2016  
(Signature)

Title of Position Reported to Building Services Manager

Approval \_\_\_\_\_ Date \_\_\_\_\_  
(Signature - Second-Level Supervisor)

Approval \_\_\_\_\_ Date \_\_\_\_\_  
(Signature – Vice President or President)

Account code(s) 10-6-040601-511103-10

Work schedule 3:00 p.m.-11:30 p.m. Mon-Fri

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**FOR HUMAN RESOURCES DEPARTMENT USE:**

Position number \_\_\_\_\_ Grade \_\_\_\_\_

Statistical group \_\_\_\_\_

Exempt / Non-exempt \_\_\_\_\_ Date \_\_\_\_\_

Requires Financial Disclosure Statement \_\_\_\_\_

If the employee's primary position is EXEMPT, there are no limitations for working in a secondary position. If the primary position is NON-EXEMPT, the following rules apply:

1. The employee cannot hold credit or credit-free part-time faculty positions unless a special exception is made by the division VP.
2. The employee must record the total combined hours worked on the system-generated time sheet which is distributed each pay period. The employee is responsible for obtaining the signatures of both supervisors on this time sheet.
3. The employee's total combined hours worked for all positions should not exceed 40 hours in a workweek.

**POSITION DESCRIPTION FOR:** Building and Grounds Evening Supervisor 9041

**1. Core Responsibilities:** Prioritize tasks and responsibilities and summarize them below. Please provide **percentages of time** allotted to each particular task or responsibility, making sure that the **total percentage equals 100%**. Please give specific duties and avoid using generalizations or “other duties as assigned.”

Under the direction of the Building Service Manager, the incumbent serves as a working supervisor responsible for planning, organizing and directing the Evening Building and Grounds staff.

1. Under general supervision of Building Services Manager, supervises the Building and Grounds Technician evening staff. To include monitoring work quality, timeliness of completion, and adherence to procedures. Monitors timesheets, completes merit appraisals and documents performance for Building and Grounds P.M. staff. 60%
2. Responsible for coordinating physical set-ups and special event furniture needs in response to requests from Scheduling and Conference Services for on and off-campus group activities (e.g. Project Graduation, student events.) Attends coordination meetings for Tie Downs and emergency planning. 15%
3. Responsible for training assigned personnel on the safe operation, repair and maintenance of all equipment to include but not limited to; buffers, extractors, vacuums. Maintains MSDS files, tracks training and ensures employees understand and comply with the proper use of chemicals and personal protective equipment. Monitors, updates, and manages the Physical Plant work order system with regard to evenings Building and Grounds staff ensuring work orders are distributed, acted upon, and closed out properly. 5%
4. Collect and distribute custodial supplies to PM staff and monitor rate of usage. Inspect PM staff work to insure that the established standards of cleanliness are being followed, along with the cleaning frequencies for assigned buildings on campuses. Monitors buildings and grounds staff assuring completeness of work. 10%
5. Serves as a point of contact for La Plata Campus snow and ice removal efforts including ensuring that adequate Building and Grounds staff are present to provide early and safe passage through the campus for all vehicles and foot traffic. Coordinates with PSD to provide additional safety security coverage during emergencies or special events. 10%
6. On call in accordance with HRD Policy 4020- Compensation, Overtime, and Time Sheet Recording.

**2. Education/Knowledge Required:** Specify required degrees, experience, special skills and abilities necessary for satisfactory performance.

- High school Diploma or equivalent
- Five years (two of which must be in a supervisory capacity) experience in an institutional or commercial setting that has provided the knowledge of procedures for proper use of equipment such as high and low speed buffers, automatic floor scrubbers, upholstery extractor, carpet extractor, vacuum cleaner, industrial wet/dry vacuum cleaner, as well as using industrial cleaning and germicidal agents.
- Ability to use snow removal equipment.
- Ability to translate and use hazardous and toxic chemical Material Safety Data sheets.
- Maintain a valid Maryland drivers license and maintain insurability under the college vehicle liability insurance plan.
- Certified, or can successfully complete a CPR/AED course
- Demonstrated ability to lead and direct others to complete their responsibilities

**3. Supervision:** List all position title reporting directly to this position, full-time or part-time. Include student assistants, temporary, permanent and part-time faculty supervised in a typical semester or year.

- 2 full time Team Leaders
- 7 full time Building and Grounds Technicians
- 3 part time temporary Building Grounds Technicians

**4. Internal & External Contacts:** Identify contacts required within and outside the college, and purpose of contacts. (Example: Contacts vendors for supplies and materials; or meets with tri-county public and private employers to determine training needs).

Regular contact with college staff to coordinate custodial tasks/schedules.  
Regular contact with students and visitors during performance of duties.  
Occasional contact with departments to provide input for event planning.

**5. Guidelines/Procedures/Regulations:** Identify guidelines, procedures, instructions, regulations and laws within which the position functions. Be specific.

Internal College policies and directives associated with supervisory obligations  
MOSHA and OSHA safety guidelines related to the use of ladders, chemicals and electrically operated equipment.  
Safety Data Sheets for the purpose of storing, using, and hazards associated with cleaning chemicals.

**6. Communications:** Please describe the written and verbal skills required for the position.

Regular simple written and verbal communication to staff to relay instructions. Occasional more complex written and verbal skills needed for handling personnel matters.

**7. Role Complexity:**

Generally tasks are straightforward and require short term planning but priorities are subject to change on short notice. There are events that require more complicated planning in advance such as Graduation.

Events such as snow removal may require quick decisions to adjust to rapidly changing conditions.

**8. Creativity & Innovation:**

This position is given general direction and is expected to develop ways to accomplish the tasks assigned. While the opportunity to introduce sweeping changes is limited, the incumbent is expected to investigate new equipment, procedures, chemicals, and techniques that can improve existing practices.

**9. Impact:**

The impact of this position's performance has a major influence on the perception of the campus. Cleanliness of the facilities is a large part of the public's first impression of the college. In addition, the appearance of the buildings affects part of the faculty and staff's perception of their working environment which often influences morale. During snow removal events this position has significant impact since the efforts of the incumbent, in large part, determine the opening/closing of the college.

**10. Fiscal Responsibility:** Describe the fiscal responsibility. Include total dollars that the position directly controls.

None

**11. Physical Working Environment:** Describe the physical working Environment and list any hazardous and toxic substances used in the performance of duties.

Physically demanding with prolonged standing and walking, handling of heavy equipment and lifting up to 75 lbs.

Exposure to all kinds of adverse weather conditions and extreme temperatures year round. Exposure to hazardous materials (e.g., industrial hazardous/toxic chemical cleaning agents, dust, etc.)

**12. Please also describe any work schedules that fall outside the "normal" 9 – 5.**

In the event of an emergency situations employee may be required to work in 12 hour shifts. (3:00 P.M. - 3:00 A.M.)