



**Classification:** Building and Grounds Maintenance Supervisor (GHQ and Troop)

**Title Code:** V00423

**Pay Range:** 13

**POSITION SUMMARY:** An employee in this position is responsible for directing and supervising a small number of maintenance personnel in a variety of grounds keeping and housekeeping tasks. General supervision is received from a designated superior; however, independent judgment is exercised in the performance of assigned tasks.

**DESCRIPTION OF DUTIES PERFORMED:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Performs a variety of supervisory duties such as planning, scheduling, and coordinating duties; reviewing and approving time records/leave requests; prepare and conduct job performance evaluations, etc.

Keeps various records and files (e.g., inventory and employee records, etc.).

Maintains an inventory and requisitions supplies and materials as needed.

Secures buildings by locking doors and making regular rounds throughout the building and grounds.

Performs a variety of housekeeping tasks such as mopping, scrubbing, dusting, and polishing.

Picks up waste and recycled paper; removes waste and places in proper receptacles.

Cleans and dusts offices, firing range, etc., and exercises care to assure that materials are not damaged or destroyed.

Cleans rest rooms and fixtures; cleans dust and dirt from ceiling, walls, pipes, floors and windows; strips, cleans, waxes and polishes floors.

Operates various powered equipment (e.g., buffers, lawn tractor, etc.) in the performance of assigned tasks; repairs and maintains tools and equipment used.

Participates in the maintenance of institutional grounds: plants and waters trees, grass, flowers, shrubs; mows and trims lawn and hedges; weeds flower beds; sprays lawn, shrubs, and trees with fertilizer or insecticide.

Removes dirt, rubbish, snow, etc., from walkways and parking areas as required.

Drives a three-quarter ton truck with blade to remove snow from parking areas.

Performs limited painting and patch plastering; makes minor repairs and adjustments to plumbing, water lines, electrical wiring and equipment, etc., in the maintenance of building surfaces.

Contacts vendors; purchases supplies and equipment.

Performs limited carpet and tile installation.

Performs set up and removal of modular office furniture and other office related equipment.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of the basic principles and techniques of supervision.

Knowledge of materials, methods and equipment used in housekeeping work.

Knowledge of the operation and proper care of housekeeping equipment; maintains and makes minor repairs to machinery and equipment.

Knowledge of the care of flowers, trees and shrubs used on institutional grounds.

Knowledge of the standard tools, materials and practices used in general housekeeping and building and grounds maintenance.

Knowledge of occupational hazards and safety precautions.

Ability to organize and plan work effectively.

Ability to plan, assign and direct the work of others.

Ability to work outdoors for long periods of time in inclement weather.

Ability to drive a three-quarter ton truck in the performance of assigned tasks.

Ability to lift at least 50 pounds (furniture, bags of lawn fertilizer, salt, and/or grass seed, etc.)

Ability to work long hours while standing.

Ability to perform a variety of routine tasks in the care, cleaning and general maintenance of building, grounds and equipment.

Ability to work independently.

Ability to operate utility tractors, skid loaders, lawn care equipment, etc.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:** (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Four years of relevant experience.

**NECESSARY SPECIAL REQUIREMENTS:** Possess or obtain and maintain a valid driver license.

Must be at least eighteen years old at the time of appointment.

Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.

Must provide a DNA sample to be used only for forensic identification as required at the time of appointment and must be able to pass a polygraph examination after conditional offer of employment if assigned to a Missouri State Highway Patrol Crime Laboratory.

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.