

Buildings, Grounds & Fleet Maintenance Supervisor

DEPARTMENT: Support Services

PAY GRADE: 7

SCHEDULE: Monday-Friday, 8:00am-5pm

Position Summary

The Buildings, Grounds and Fleet Maintenance Supervisor is responsible for the supervision and coordination of the preventive and corrective maintenance needs of all District facilities and grounds, light and heavy vehicles, and light and heavy equipment. This position oversees the daily housekeeping, lawn care, and snow/removal at all facilities. This position is also responsible for procurement of goods and services and contract management. Additionally, this position contributes to the regulatory compliance and efficient operations of the District.

Essential Functions

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

- Supervises, coordinates and delegates the preventative and corrective needs of grounds and facilities for all District facilities
- Supervises, coordinates, delegates and ensures the preventative and corrective maintenance of the District's light and heavy vehicles, and light and heavy equipment to ensure the District's fleet remains fully operational and compliant with all regulations (DOT, etc)
- Supervises and maintains records for grounds, facilities, and fleet to ensure routine preventive and emergency/corrective maintenance is completed
- Utilizes, maintains and analyzes data from the work order system
- Ensures that inventory is available to maintain and repair the District's grounds, facilities and fleet as needed
- Coordinates with outside vendors for the preventative and corrective maintenance of fleet
- Follows procurement processes and procedures
- Prepares and coordinates requests for quotes and proposals related to the needs of the District's grounds, facilities and fleet
- Manages contracts related to the department and maintains various contractor and vendor relations
- Maintains and ensures security of master keys for all District facilities and buildings
- Reviews and approves weekly timecards to ensure proper administration of pay, recordkeeping and performance
- Conducts staff and safety meetings
- Prepares and operates within the annual Operations & Maintenance and Capital budgets

- Prepares, reviews, recommends and implements Standard Operating Guidelines for maintenance
- Assists in future planning needs of all District grounds, facilities, and fleet
- Ensures the safety and training of buildings & ground and fleet staff
- Contributes to Board communications and may make presentations at Board Meetings as needed
- Must be available for calls and after-hours emergencies
- May participate on various internal and/or external committees
- Ensures compliance of company policies, including but not limited to safety concerns and incident reporting
- This description describes only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department

Required Education and Experience

- Associate degree or equivalent related experience
- 3 years of project management and mechanical experience
- Management experience preferred

Additional Skills:

- Ability to maintain effective, fair, cooperative, collaborative and respectful relationships with internal and external colleagues, peers, work teams and workgroups
- Proficient with computers and spreadsheets
- Ability to operate hand tools, warehouse and heavy equipment
- Basic math and strong record-keeping skills
- Must be able to manage multiple tasks and prioritize appropriately

Licensing/Certifications:

- Valid Driver's License
- CDL License preferred
- Automotive Service Excellence Certification preferred

Work Environment and Physical Demands

This job primarily operates in a climate-controlled environment but sometimes may be subject to various weather conditions. Works with equipment such as hand tools, warehouse equipment, heavy equipment, computer, copy machine, fax, and phones. Frequently required to sit, stand, walk, and reach for objects. Heavy lifting required: exerting up to 100 lbs. The position requires manual dexterity; auditory and visual skills; and the ability to follow written and oral instructions and procedures. There is no regular travel expected for this position.

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 for this job. Duties, responsibilities and activities may change at any time with or without notice.

TO APPLY:

If you have an interest in the above named position, and you meet the listed qualifications, please complete and submit an application form which is available at www.nkywater.org or in person at 2835 Crescent Springs Road, Erlanger, KY 41018. Applications may be submitted by email to hr@nkywater.org or mailing to 2835 Crescent Springs Road, Erlanger, KY 41018.

**The Northern Kentucky Water District is an Equal Opportunity
Employer/Minorities/Females/Disabled/Veterans.**

Posting Date: July 20, 2018