

# BUILDING AND GROUNDS SUPERVISOR

Salary will depend on experience, 8 hour work day, plus state retirement and health insurance

**Closing Date:** Open until position is filled

## General Information

Yankton County is looking for a **Building and Grounds Supervisor** to direct and assist staff in the cleaning, maintenance and repair of Yankton County facilities and grounds. This person will be responsible for staff and their schedules to ensure the smooth running of upkeep and repair operations. This person must be reliable and have a great eye for detail. In addition, this person must have technical skills and knowledge of various crafts such as carpentry, plumbing etc. Leadership and knowledge of administrative tasks such as scheduling are also essential.

## Examples of Duties Include:

- Direct and assist staff in the cleaning, maintenance and repair of Yankton County facilities and grounds to include but not limited to removing trash, restroom cleaning, mopping, waxing, painting, vacuuming, glass cleaning, snow removal, mowing and other duties as needed.
- Inspect Yankton County facilities periodically to determine problems and necessary maintenance and repair.
- Inspect and maintain Yankton County building systems (heating, ventilation etc.).
- Review and monitor county contracts regarding maintenance to ensure compliance
- Develop and implement maintenance procedures and prepare weekly cleaning and maintenance schedules and allocate work.
- Provide annual budget information and monitor expenditures and ensure compliance.
- Monitor inventory of materials and equipment.
- Maintain safe and healthy work environment by following standards and procedures and complying with applicable legal codes and regulations.
- Perform duties as specified by the Yankton County Commission and Department Heads.
- Train, assign, schedule and discipline staff and monitor the activities of outside contractors, working on the Yankton County facilities and grounds.

## Minimum Qualifications:

- Proven experience as maintenance supervisor or similar role
- Strong technical knowledge of all building systems (electrical, heating etc.)
- Knowledge of health & safety practices and regulations
- Understanding of budgeting and performance management
- Excellent planning and leadership abilities
- Detail oriented
- Computer savvy
- Excellent communication and interpersonal skills
- High school diploma; Degree from a vocational school would be beneficial
- Professional Certifications (e.g. CMRP or HVAC certified) preferable

Applicants should submit cover letter, resume and references to:

SD Department of Labor, Job Service, at 3113 Spruce, Suite 124, Yankton, 605-668-2900.