

BUILDINGS/GROUNDS SUPERINTENDENT

Position Summary

Under the general supervision of the Veterans Home Administrator (Commandant), this position plans, coordinates, supervises, and oversees buildings and grounds maintenance, repair, and improvement throughout the Wisconsin Veterans Home at King (WVHK) campus. This includes the supervision of skilled and semi-skilled staff in areas such as but not limited to construction, electrical systems, communications and alarm systems, elevators, durable medical equipment maintenance, vehicle maintenance, and four-season grounds maintenance as well as provides supervision and support to the Security and Transportation Supervisor in the maintenance and repair of transportation vehicles, electronic video systems, electronic security systems, electric locking systems and safety issues. The Buildings/Grounds Superintendent will provide maintenance support as needed across functional lines, assist with weekend and evening call-in rotations, and assist and support campus events and improvement initiatives. The incumbent coordinates efforts with the Commandant and the Power Plant Superintendent and the Security and Transportation Supervisor as needed to accomplish high-level work requiring skilled trades and other operational needs campus wide. Additionally, this position coordinates building maintenance projects with campus staff and building management and/or contractors, manages the work order system, and assigns work to maintenance staff to ensure timely completion of tasks and a safe environment and compliance with building and Life Safety codes.

Time% Goals and Worker Activities

50% A. Plan, Organize, Schedule, Assign, and Inspect Maintenance and Grounds Operations

- A1. Monitor work requests submitted through a computerized work order system for corrective and project work.
- A2. Assign work, set priorities, and direct workflow through WVHK work order system.
- A3. Manage in-house projects issued by the Commandant.
- A4. Monitor preventative maintenance through the work order system and ensure both routine and Life Safety requests are completed and documented in a timely manner.
- A5. For non-routine work requests, consult with the Commandant regarding feasibility of request and availability of staff time and funding.
- A6. Coordinate crafts, maintenance, and inter-unit work requests with Directors, Supervisors, and staff personnel to ensure timely completion of projects/job tasks.
- A7. Maintain open line of communications with the Commandant to ensure they are up to date with the status of projects and other work activities.
- A8. Order materials and supplies as needed utilizing appropriate purchasing policies and procedures.
- A9. Compose simplified bid specifications as needed.
- A10. Compose letters of inquiry to manufacturers concerning product safety and specifications.
- A11. Coordinate project work and work that may be disruptive to nursing home operations with unit heads and Facilities supervisory staff to minimize disruption and disturbance of WVHK service delivery and member living arrangements.
- A12. Prepare working sketches of in-house projects.
- A13. Consult with the Power Plant Superintendent and Commandant regarding problems and anticipated changes needed to improve services.

- A14. Coordinate maintenance and repair performed by outside contractors to ensure it fits with campus operational needs.
- A15. Facilitate the efforts of maintenance staff through customer communications, material ordering, and supplemental staff availability.
- A16. Schedule and oversee lawn and garden care throughout the WVHK campus.
- A17. Coordinate, schedule, and oversee snow removal and road and sidewalk maintenance.
- A18. Monitor work sites to verify work progress, quality of workmanship, and observation of safety standards.
- A19. Oversee on-campus remodeling, retrofitting, repair, and improvement projects.
- A20. In conjunction with the Security and Transportation Supervisor, oversee, coordinate, and monitor the vehicle maintenance shop to ensure timely repair and maintenance of licensed vehicles and grounds maintenance equipment.
- A21. Oversee the Wheelchair Repair Shop and monitor to assure sufficient safe operation of manual wheelchairs, electric/electronic wheelchairs, and scooters for residents/members.
- A22. Coordinate with other work units for delivery and removal of heavy items and setting up of special events.

25% B. Performance of Supervisory duties

- B1. Train and instruct employees in performance of job duties and safe use of tools and equipment.
- B2. Organize and conduct regularly scheduled safety training and work unit meetings.
- B3. Establish performance standards and complete formal performance evaluations.
- B4. Discuss results of evaluations, counsel staff regarding improvement of work habits and job performance.
- B5. Provide technical and procedural advice to Security and Transportation Supervisor.
- B6. Interview candidates, perform reference checks, and make hiring recommendations to the Commandant and Central Office Human Resources (HR) staff.
- B7. Conduct investigations, make determinations, and recommend employee discipline to the Commandant.
- B8. Review resignations, disciplinary actions, and dismissals for compliance with appropriate standards.
- B9. Provide direction to staff to ensure support of and participation in the Wisconsin Department of Veterans Affairs' (WDVA) Affirmative Action/Civil Rights Compliance Plans.

10% C. Provision of Preventative Maintenance, Assistance with Emergency Services, and Waste Management

- C1. Monitor and improve the preventive maintenance program for equipment, grounds, lakeshore area, sidewalks, access roads, and parking areas.
- C2. Participate in and assist emergency operations at WVHK.
- C3. Manage universal and hazardous waste storage inventories and arrange for timely disposal.
- C4. Attend some of the security and transportation team meetings to understand what is happening

in their area and engage with their teams.

15% D. Performance of Administrative Functions

- D1. Prepare budgets for Buildings and Grounds Maintenance operations on an annual and biennial basis.
- D2. Serve as a back-up to the Power Plant Superintendent and/or Commandant as assigned.
- D3. Fill rotation for emergency call-in support on weekends and weeknights.
- D4. Maintain records of repair/maintenance performed on buildings/structures, alterations required, and corrections made as directed by the Wisconsin Department of Health Services' Bureau of Quality Control inspections.
- D5. Participate in pre-bid and pre-construction meetings with the Division of State Facilities Management project architects and contractors, as assigned.
- D6. Monitor vehicle fueling system, schedule system maintenance, and submit associated reports as needed.
- D7. Perform other duties as assigned.

Environmental Conditions

- The environment is a multi-building, multi-acre long-term skilled healthcare facility.
- Work may be performed outside in all weather conditions.
- The facility has a network of underground tunnels which connect buildings and allow access to certain work areas.
- Exposure to electrical hazards, steam, chemicals, petroleum, moving machinery, blood, body tissue, and other infectious materials.
- Exposure to noxious fumes, poor ventilation, dust, and other elements that affect the eyes and respiratory system.

Knowledge, Skills and Abilities

1. Ability to plan, prioritize, organize, and schedule multiple projects simultaneously to meet needs and goals in a complex and varied institutional environment
2. Skills in verbal, written and interpersonal communication
3. Knowledge of safety rules and regulations as applicable to building and grounds maintenance
4. Knowledge of safety and security issues
5. Knowledge of the principles and practices of strategic business and program management
6. Knowledge of State of Wisconsin and WDVA's Affirmative Action/Civil Rights Compliance Plans
7. Knowledge of mechanical, electrical, and plumbing principles
8. Knowledge of codes and standards related to buildings, construction, maintenance, safety, life safety, and Americans with Disabilities Act (ADA) regulations
9. Knowledge of landscaping procedures and grounds maintenance principles and techniques
10. Ability to mediate and resolve conflicts between subordinate employees
11. Knowledge of road maintenance methods and best practices, including snow removal, road repair and patching, sidewalk maintenance and applicable equipment
12. Knowledge of vehicle fleet management and maintenance
13. Knowledge of vehicle fueling systems, bulk-tanks, and dispensing system operation and maintenance
14. Knowledge of State of Wisconsin procurement standards and procedures
15. Skill in computer use, including Microsoft Office Suite or similar applications, and scheduling and recordkeeping systems
16. Ability to monitor and maintain a budget
17. Ability to read and interpret blueprints, spec books, manuals, and other printed material
18. Ability to inspect buildings and grounds
19. Knowledge of the principles and practices of staff supervision and mentoring
20. Ability to develop and promote teams
21. Knowledge of Occupational safety and Health Administration rules/guidelines and other occupational safety requirements including safe lifting techniques
22. Ability to train others to perform tasks, follow procedures, and use equipment
23. Ability to interpret and apply information in Safety Data Sheets/Material Safety Data Sheets
24. Knowledge of codes and standards related to nursing home operations

Physical Conditions

Job duties include lifting objects up to 75 pounds; carrying objects up to 50 pounds; bending, squatting, stooping, and/or crawling; entering and working in confined spaces; and climbing stairs and ladders.