

# TRANSIT AUTHORITY OF NORTHERN KENTUCKY

## POSITION DESCRIPTION

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October 2021

Position Title: Manager of Buildings & Grounds

Dept./Division: Maintenance

Reports to: Director of Maintenance

FLSA Status: Exempt

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### **JOB SUMMARY:**

The Manager of Buildings & Grounds is responsible for maintaining Authority buildings and grounds in top condition to ensure full and productive use of Authority facilities. Fosters a team environment; directs staff of skilled and unskilled trades employees in the maintenance of buildings and grounds; develops time standards and new processes to enhance the reliability and appearance of the facilities and grounds.

### **EDUCATION/EXPERIENCE REQUIREMENTS:**

- Minimum Associates Degree or equivalent in building maintenance technology, business or related field or any equivalent combination of education and experience that would provide the above noted knowledge, skills and abilities.
- Minimum four (4) years of facilities maintenance experience involving the maintenance and repair of buildings and grounds.
- Minimum two (2) years of experience in supervisory or management. Supervisory or management of building and grounds maintenance employees in a union environment preferred. Ability to develop work standards, SOP (Standard Operating Procedures), troubleshooting checklist; and develop effective countermeasures to prevent future failures.
- Knowledge of the occupational hazards and safety precautions involved with the maintenance, repair, and operation of buildings, grounds, and operating systems.
- Knowledge of management principles and practices, including optimum use of human and material resources.
- Ability to effectively interact with staff, department heads, the public, and contract services providers.
- Ability to communicate effectively, both orally and in writing.
- Strong problem solving and conflict management skills.
- Desire to continue professional development.
- Ability to keep abreast of new information, innovative ideas and techniques.
- Ability to work with computers and standard business/office software.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Maintains the Authority's buildings and grounds in top condition.
- Promotes the safety, health, and comfort of customers and employees in their use of Authority facilities.
- Directs the on-going implementation of TANK's Preventive Maintenance Program for buildings and grounds. Manage this work with respect to the Buildings & Grounds operating budget and analyze cost-saving and productivity-improving measures.
- Conducts detailed inspections of buildings and grounds at regular intervals, and establish maintenance and repair schedules for Authority facilities.
- Oversees and manages contractors responsible for various maintenance activities.
- Serve as Project Manager for major projects as they relate to facilities and/or TANK properties.
- Ensure that all activities conform to government regulations protecting the health, safety, and rights of employees and the public.
- Manage underground storage tank maintenance in compliance with regulations.
- Oversee all contracts and the development of specifications. Prepare and maintain bid documents.
- Administer personnel policies and procedures as they affect his/her employees in accordance with approved TANK policy and with the terms of the labor agreement for the Union employees.
- Oversee fair and consistent administration of the provisions of the labor agreement, work rules, and authority policies
- Plan, direct and coordinate the development and advancement of subordinates through training and effective use of the Employee Development Programs.
- Attend and conduct staff meetings as required and attend meetings with various departmental personnel in order to prioritize maintenance requests.
- Assist with the preparation of the annual department budget.
- Perform other duties as assigned.

**PHYSICAL DEMANDS:**

- Sitting in a normal seated position for extended periods of time.
- Considerable amount of standing and walking.
- On an infrequent basis must be able to stoop, kneel, balance, climb, crouch and crawl.
- Reaching by extending hands or arms in any direction.
- Finger dexterity required to manipulate objects with fingers, such as for using a computer keyboard.
- Correctable ability to see and hear within a normal range.
- Ability to move about the office to obtain files and other objects.
- Lift and carry objects up to 30 pounds in a 50 foot area.

**LICENSE REQUIRED:**

- Valid driver's license.

**SUPERVISORY RESPONSIBILITIES:**

- Directly supervises Building & Grounds Department employees.

**INTERNAL & EXTERNAL CONTACTS:**

**TYPE:**

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|--------------------------------|-----------|
| • Internal Staff               | Various   |
| • External Customers           | Various   |
| • External Contractors/Vendors | Oversight |
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*This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. An incumbent may be asked to perform other duties as required.*