



## **Employment Opportunity**

Facilities Grounds Supervisor- Bureau of Facilities

\$24.09 hourly salary (Grade C12)

40-hour position with a full benefit package

***Apply By: Friday, April 17, 2020 @ 5:00 p.m.***

**GENERAL RESPONSIBILITIES** Provides supervisory grounds maintenance which includes planning, scheduling and directing mowing, property clean up, tree trimming, ground repair and ground related improvements at County owned properties.

**ESSENTIAL TASKS** include the following; other duties may be assigned

1. Perform supervisory responsibilities in accordance with the current Carroll County Personnel Ordinance, County policies, and applicable laws
2. Plan and direct repairs, projects and preventative maintenance of grounds at County owned properties
3. Manage equipment inventory and coordinate maintenance of power tools and grounds equipment
4. Coordinate and provide oversight of snow removal
5. Maintain daily work schedule records, materials, lists and inventories
6. Assist in preparation of specifications for vendor quotes and monitor contractor performance and timely completion of projects
7. Develop and streamline processes using new techniques and technology
8. Address errors and complaints
9. Ensure safe use of equipment, as well as safe condition of County work areas
10. Perform related duties as to specific assignments
11. Any employee may be identified as Essential Personnel during emergency situations
12. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
13. Communicate with managers, supervisors, co-workers, and others, maintains confidentiality; and represents the County

### **EDUCATION AND EXPERIENCE**

1. High school diploma or general education diploma (GED)
2. Five years related work experience, including two years at a supervisory level\*

\* A comparable amount of training and experience may be substituted for the minimum qualifications

### **CERTIFICATES, LICENSES, REGISTRATIONS**

1. Valid driver's license required
2. DOT (Department of Transportation) Physical Card
3. Class B Commercial Driver's License preferred
4. Requires a criminal background check as condition of employment

A Carroll County Government job application is required for these positions.

***Apply on-line: [www.carrollcountymd.gov](http://www.carrollcountymd.gov)***

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**Posted: 3/27/2020 (20-110) Carroll County is an equal opportunity employer**