

**CLASS TITLE: BUILDING AND GROUNDS OFFICER**

**Class Code: 02545500**  
**Pay Grade: 28A**  
**EO: H**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for supervising and implementing a comprehensive operations, maintenance, repair and construction program, which encompasses assigned facilities under the jurisdiction of the Division of Facilities Management; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with some latitude for the exercise of independent judgment; work is reviewed to ensure compliance with instructions and conformance to standards and procedures.

**SUPERVISION EXERCISED:** Organizes, coordinates, directs, supervises and reviews the work of the assistant, building heads and internal maintenance staff vendors.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for supervising and implementing a comprehensive operations, maintenance, repair and construction program, which encompasses assigned facilities under the jurisdiction of the Division of Facilities Management

To be responsible for the overall direction and direct supervision of facilities personnel engaged in the operation, maintenance and construction repair of assigned buildings under the jurisdiction of the division.

To supervise and inspect vendors' and contractors' work to insure conformance to plans and specifications, contracts and codes.

To be responsible for the supervision of a comprehensive maintenance program on boilers and HVAC systems in the assigned buildings, under the division's jurisdiction.

To oversee facilities project conformance with the Division of Purchases procedures.

To supervise and review the work of a maintenance staff.

To assist in formulating building service contracts and Master Price Agreements.

To formulate vouchers, work orders, requisitions and purchase orders and to review and approve invoices for payment.

To assist appropriate divisional personnel in preparing a Capitol Development Program in regard to renovations, construction and maintenance repairs.

To prepare cost estimates for repairs and maintenance projects.

To monitor building compliance with various certification and inspection requirements including fire alarm, fire extinguisher, elevator, boiler, etc.

To monitor indoor air quality and undertake proper corrective and preventative measures.

To monitor building security and maintain security systems and procedures as required.

To implement and monitor energy management and conservation programs.

To prepare a yearly work program and assist in formulating agency policies and programs.

To do related work as required

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, methods, techniques, materials and equipment used in the maintenance and repair of building services and

mechanical equipment, and the ability to apply such knowledge to a group of state-operated facilities; a working knowledge of appropriate fire, health and safety standards and codes; the ability to review construction plans, specifications and cost estimates; the ability to plan, coordinate and review the work of others for conformance to prescribed objectives and policies; the ability to deal effectively with superiors, subordinates, vendors and contractors; the ability to supervise the activities of the agency, as required; the ability to prepare clear and concise oral and written reports; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a position involving the inspection of building construction with some supervisory responsibility in the field of building operation and maintenance including the maintenance of related fiscal and clerical records.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENTS:**

1. At the time of appointment, must be physically qualified to perform assigned duties as evidenced by a physician's certificate; **and**
2. Must possess and maintain a valid Rhode Island driver's license as a condition of employment.

Class Revised: March 19, 2006