

Job Description: **Buildings and Grounds Manager**

Position Type:

Full-Time (37.5 Hours Per Week) with Full Benefits

Salary:

Depends on qualifications; targeted hiring range of \$26.00 to \$30.00 Per Hour (\$50,700.00 to \$58,500.00 Annually)

Work Hours:

Monday to Friday 8:00 am to 4:00 pm; occasional evening and weekend work may be required

FLSA Status:

Hourly (Non-Exempt)

Closing Date:

First review of applications will take place on January 14. The position will remain open until filled.

Job Summary

Under general supervision, the Buildings and Grounds Manager is responsible for the general maintenance and repair of all facilities and grounds owned and/or maintained by the town. Examples of work include, but are not limited to, mowing, trimming, edging, landscaping, fertilizing, planting, litter pick up, debris removal, beach maintenance, irrigation system maintenance, sign maintenance, vehicle and equipment maintenance, facility maintenance and minor repairs, procurement of necessary supplies, and providing subject area consultative support to the Town Administrator. The Buildings and Grounds Manager will also plan, schedule, coordinate, direct and oversee the work of seasonal personnel and contracted service providers. The Buildings and Grounds Manager reports to the Town Administrator.

Minimum Training & Experience

- A minimum of a high school diploma or equivalent. A college degree in horticultural science, landscape or facilities management, or related field is preferred.
- A minimum of four years' experience in landscape maintenance, facilities management or similar field is required. Prior supervisory experience of direct reports and/or contracted personnel is strongly preferred.
- Must possess a valid South Carolina Drivers' License.
- Successful candidate must be self-motivated, highly organized, able to perform multiple tasks concurrently, and able to work independently and as part of a team.
- The town reserves the right to consider any combination of relevant education and experience that demonstrates a candidate's ability to successfully perform the duties of the position.
- The successful candidate will be subject to a pre-employment criminal background check, drug screening and employment verification.

Desirable Knowledge, Skills and Abilities

- Knowledge of plants, trees, turf-grass, soil conditions, and seasonality in the South Carolina Lowcountry/coastal plain region.
- Knowledge of ornamental horticulture, landscape design, plant nomenclature, pesticide/herbicide applications and handling, grounds maintenance, and basic irrigation system maintenance.
- Knowledge of the methods, materials, tools, and equipment used in landscaping and grounds maintenance work.
- Knowledge of the occupational hazards and safety precautions of the trade.
- Knowledge of modern office practices and technology.
- Basic understanding of building systems, including electrical, mechanical, and plumbing.
- Ability to work flexible hours when needed due to weather interruptions or delays.
- Ability to develop and implement planting, replanting and remedial landscape plans.
- Ability to operate heavy equipment with skill and safety.
- Ability to effectively manage and direct the work of individuals under his or her supervision.
- Ability to coordinate with outside contractors and other service providers.
- Ability to lift up to fifty (50) pounds at times.
- Ability to access and inspect areas of buildings and grounds, including possible tight quarters.
- Ability to take the initiative to complete the duties of the position with minimal supervision.
- Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.
- Ability to maintain positive customer-focused relationships with co-workers, supervisors, agencies, the general public, and all other internal and external customers.

Specific Duties

Facility Maintenance

- Undertakes routine maintenance and repairs to town facilities, fixtures and equipment, including, but not limited to, performing non-structural repairs; undertaking minor repainting projects; exterior cleaning; changing air filters on a quarterly basis; replacing light fixtures and bulbs on an as needed basis; and moving furniture and equipment on an as needed basis.
- Coordinates major repairs to town facilities by outside contractors, including, but not limited to electrical, mechanical, plumbing, structural, and hardscape projects; assists the Town Administrator with selection of contract service providers.
- Assists the Town Administrator with the planning, design, and implementation of new construction projects and major upgrades to existing town facilities.
- Installs, removes, and maintains holiday decorations and lighting.
- Coordinates disaster preparation and response activities, including, but not limited to, the installation of storm panels and other protective measures; securing town vehicles, supplies and equipment; and coordinating post-event clean-up and repairs.

Landscape Maintenance

- Provides for the general maintenance of landscaped areas, grounds, pathways and rights-of-way which are owned and/or maintained by the town, including Seabrook Island Town Hall, public bike and pedestrian pathways, and the Seabrook Island Road public right-of-way, including:
 - Turf maintenance: Mowing, edging, trimming, pruning, weed control, overseeding, sod replacement, and vehicle rut repairs.
 - Tree maintenance: Inspection, trimming, limbing, and removal.
 - Ornamental shrub and bed maintenance: Inspection, pruning, fertilization, weed control, and pine straw application.
 - Seasonal flower and plant bed maintenance: Planting (annuals and perennials), pruning, watering, fertilization, weed control, and removal.
 - Bike and pedestrian area maintenance: Daily inspection and servicing of all trash cans and dog waste stations.
 - Irrigation system maintenance: Performs regular testing, maintenance, and repairs to the town's irrigation system, including, but not limited to, sprinkler heads, lines, hoses, control valves, connectors, clocks, timers, and rain gauges.
 - Litter and debris removal: Daily inspection, removal, and disposal of trash, downed branches, vegetative debris, construction materials, dead animals, clippings, dead plants, and other organic and non-organic debris from all town property.
 - Disease and insect control: Regular inspection of all turf areas, trees, shrubs, flower beds, etc. for signs of disease and insect infestation (including, but not limited to, fire ants) and applying treatments to minimize or abate such conditions.
- Performs general maintenance to fencing, signage, outfalls, ditches, and other structures on town-owned property and within town-maintained rights-of-way.
- Coordinates with outside service providers and consultants on an as-needed basis, such as arborists, horticulturalists, landscape architects, lawn/turf specialists, trades (electrical, mechanical, and plumbing contractors), and wildlife management companies.
- Leads and directs part-time and/or seasonal personnel, including instructing, assigning, planning, and reviewing the work of others.

Vehicle and Equipment Maintenance

- Operates and performs (or coordinates the performance of) routine maintenance on a variety of equipment including, but not limited to, vehicles, backhoe, mower, tractor (with implements), tiller, spreader, string trimmer, blower, hedge shears, edger, motorized sprayer, and chain saw; schedules mechanical work and transports vehicles and equipment to off-site repair facilities when necessary.
- Cleans the interior and exterior of town-owned vehicles on an as needed basis.

Beach Maintenance

- Regularly inspects the beach for trash, litter, and debris; removes all such items to maintain public safety and a neat and orderly appearance of the town's beaches; coordinates the removal of large items by outside service providers.
- Provides notification to state and local agencies of dead and/or injured wildlife, such as marine mammals, sea turtles, and shorebirds.

- Installs, removes, maintains, and services all town-owned trash cans on the beach.
- Installs, inspects, and maintains all beach signage and buoys; notifies the Town Administrator when new or replacement signage must be procured.

Other Duties

- Attends meetings of the town's Public Works Committee.
- Procures supplies, parts, and materials necessary for daily maintenance and repair work.
- Assist with the set-up and tear down of town-sponsored events and activities.
- Receives, prepares, and reviews various records and reports including work orders, equipment inventory lists, invoices, soil tests, and facility inspection sheets, etc.
- Position may be cross trained as a Code Enforcement Officer. If so designated, the position may assist the Zoning Administrator/Chief Code Enforcement Officer with inspection and/or enforcement of potential violations of the Town Code and Development Standards Ordinance (DSO). The position may also assist with inspection of short-term rental properties.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Position Individual Requirements

- Exercises initiative, independent judgment, and discretion in fulfilling job duties.
- Maintains positive customer-focused relationships with co-workers, supervisors, agencies, the public, and all other internal and external customers.
- Consistently demonstrates courteous and professional customer service skills.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

THE TOWN OF SEABROOK ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER.

It is our goal to provide applicants and employees with equal employment opportunities in recruitment, hiring, benefits programs, training, promotion, leave practices, rates of pay, and selection for supervisory positions without regard to sex, genetic information, age, race, color, national origin, religion, military/veteran status, or disability.