STATE OF WYOMING
invites applications for the position of:

TDBG10-03707-Buildings and Grounds
Supervisor-Douglas

| SALARY:        | $4,506.00 - $5,632.00 Monthly |
| LOCATION:      | Douglas                      |
| OPENING DATE:  | 01/20/16                     |
| CLOSING DATE:  | Continuous                   |
| DESCRIPTION AND FUNCTIONS: |

OPEN UNTIL FILLED

GENERAL DESCRIPTION:

Directs the maintenance and upkeep of buildings and grounds at the Wyoming State Fair; manages full time, seasonal and temporary staff assigned to buildings and grounds; oversees and assists in the setup of buildings and grounds for the annual Wyoming State Fair and off-season events held at the Wyoming State Fair Grounds; manages purchases of supplies for job duties; maintains inventory and replacement / maintenance logs; assists with long range planning and budget setting; manages maintenance staff job and safety training. Sets goals and evaluates maintenance staff annually and every six (6) months.

ESSENTIAL FUNCTIONS: The listed functions are illustrative only and are not intended to describe every function which may be performed in the job level.

- Creates and maintains building and grounds strategic master plan including planning, designing, budgeting, and implementing of construction projects, long term maintenance, equipment inventory, and remodeling.
- Writes specifications and gets bids from contractors/vendors for projects and supplies; oversees contractors on projects.
- Prepares and maintains required documentation and records.
- Coordinates with vendors to ensure availability of equipment and supplies.
- Maintains up-to-date knowledge of city ordinances and ensures compliance.
- Participates in the hiring, scheduling and evaluating of full time maintenance employees as well as seasonal staff which requires additional supervisory duties.
- Creates, maintains, and trains maintenance staff on safety policies and procedures.
- Performs employee evaluations on up to three (3) full time maintenance staff positions.
- Creates, writes and evaluates goals on the full time maintenance staff personnel.
• Responsible for the maintenance and upkeep of the entire 118 acres of the fairgrounds including all 60 buildings / barns.
• Responsible for handling all supply / inventory receipts for monthly p-card statements.
• Responsible for the accurate and timely payment of vendor invoices with state purchasing card.

QUALIFICATIONS:

PREFERENCES/AGENCY**:

Preference will be given to those with 4 - 6 years of experience in facilities management
Must hold a valid Wyoming driver's license
Commercial Pesticide / Herbicide Applicator's License must be obtained within the first six months of employment
Arena Footing certification must be obtained within the first six months of employment
OSHA training

KNOWLEDGE:

• Knowledge of principles, concepts and current practices of government management and planning, including budget development and control.
• Knowledge of building and grounds construction and maintenance including mechanical, plumbing and electrical and all associated equipment.
• Knowledge of arena requirements and work methods.
• Knowledge of safety standards and training.
• Knowledge of grounds maintenance including lawns, trees, shrubs, flowers and weed management control.
• Knowledge of personnel management, administration prerogatives and responsibility.
• Knowledge of events and facilities management; local, state and federal laws and regulations; planning and evaluating processes.
• Knowledge of multi-tasking and organizational skills.

MINIMUM QUALIFICATIONS:

Education:
Bachelor's Degree (typically in Management)

PLUS

Experience:
1-2 years of progressive work experience (typically in Building and Grounds) with acquired knowledge at the level of a Building and Grounds Supervisor I

OR

Education & Experience Substitution:
4-6 years of progressive work experience (typically in Building and Grounds) with acquired knowledge at the level of a Building and Grounds Supervisor I

Certificates, Licenses, Registrations:
None

NECESSARY SPECIAL REQUIREMENTS:
PHYSICAL WORKING CONDITIONS:

- Must be able to work around livestock
- Ability to lift up to 100 pounds or more.
- Must be able to work in outdoor Wyoming weather elements.
- Must be able to drive vehicles, and operate large complex cleaning and grounds maintenance equipment, such as tractors, forklifts, bobcat, loaders, water trucks, trash truck, etc.
- Must be willing and able to work weekends, holidays and long hours as needed or event required.

NOTES:

- FLSA: EXEMPT

SUPPLEMENTAL INFORMATION:

010-Wyoming Department of Agriculture - Wyoming State Fair

Click here to view the State of Wyoming Classification and Pay Structure.

URL: http://agency.governmentjobs.com/wyoming/default.cfm

The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities.

Class Specifications are subject to change, please refer to the A & I HRD Website to ensure that you have the most recent version.

A complete listing of the State of Wyoming Classification and Pay Structure can be viewed at http://agency.governmentjobs.com/wyoming/default.cfm.

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TDBG10-03707-Buildings and Grounds Supervisor-Douglas Supplemental Questionnaire

* 1. (AA) Which of the following best describes your highest completed level of education to date or within the next three (3 months)? (Transcripts may be required.)
   - High School Diploma/GED/or Equivalent
   - Some college Coursework, No Degree Received
   - Associate's Degree
   - Associate's Degree and additional coursework
   - Bachelor's Degree
   - Bachelor's Degree and additional coursework
   - Master's Degree
☐ Master's Degree and additional coursework
☐ Doctorate Degree
☐ Doctorate Degree and additional coursework
☐ None of the Above

* 2. (AA) Which of the following Quarter/Semester credit hours best describes your completed college education to date or within the next three (3 months)? (Transcripts may be required.)

☐ 45+ Quarter hours/30+ Semester hours
☐ 90+ Quarter hours/60+ Semester hours
☐ 136+ Quarter hours/91+ Semester hours
☐ 180+ Quarter hours/120+ Semester hours
☐ 225+ Quarter hours/150+ Semester hours
☐ N/A

* 3. (TDBG10) Which of the following best describes your work experience in building and grounds maintenance? Experience definition: (This experience includes, but may not be limited to, general maintenance, maintenance of buildings, building mechanical maintenance)

☐ No relevant experience.
☐ Less than One (1) year of relevant experience.
☐ One (1) to less than three (3) years of relevant experience.
☐ Three (3) to less than four (4) years of relevant experience.
☐ Four (4) or more years of relevant experience.

4. (AA) Describe your relevant experience in the box below.

* 5. Do you have 4 - 6 years of experience in facilities management?

☐ Yes
☐ No

6. Please describe your experience in facilities management.

* 7. Do you have a valid driver's license?

☐ Yes
☐ No

* 8. Do you have the ability to obtain a Commercial Pesticide/Herbicide Applicator's License within the first six months of employment?

☐ Yes
☐ No

* 9. Do you have the ability to obtain Arena Footing certification within the first six months of employment?

☐ Yes
☐ No

* 10. Have you taken any OSHA training?

☐ Yes
☐ No

11. Please describe your OSHA training.

* 12. (AA) Please be advised that an incomplete application WILL NOT be considered for employment. An attached resume is not required and is not an acceptable substitution for a completed application. I have read and understand the above statement.
☐ Yes
☐ No

* Required Question