

SUPERINTENDENT OF BUILDINGS AND GROUNDS

DISTINGUISHING FEATURES OF THE CLASS: This is a highly important position involving responsibility for supervising and directing the building cleaning and maintenance activities in a large facility or a number of smaller buildings. This class differs from lower level positions in that the scope of duties performed and size of system maintained involves considerable greater managerial ability. Work is performed under general supervision in accordance with general policy with a wide leeway allowed in performing technical phases of the work. Immediate supervision is exercised over custodial and maintenance staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Assigns employees to various custodial and maintenance tasks and sets up schedules of work; Inspects painting, carpentry, plumbing, electrical and other mechanical maintenance and construction work performed by private contractors or custodial or maintenance employees; Inspects and supervises the maintenance of boilers and heating systems; Prepares tentative budget estimates for custodial and maintenance activities; Drafts specifications and plans for repairs and alterations to buildings and equipment; Keeps records and makes reports of building maintenance activities; Exercises supervision, assigns, directs, deploys and handles performance evaluations of safety risk, maintenance, cleaning and custodial service staff.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of large scale building and grounds maintenance practices; Good knowledge of the operation and maintenance of heating and ventilating equipment; Good knowledge of tools, terminology and practices of one or more of the mechanical or building trades; Ability to inspect the work of building tradesmen; Ability to plan and supervise the work of a large number of tradesmen and other building maintenance employees; mechanical aptitude; dependability; initiative; good judgment; and physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or technical institute with an Bachelor's Degree in construction technology or related field and three years of experience in building maintenance or one or more of the mechanical or construction trades, which shall have included at least one year of supervisory experience; Or
- B. Graduation from a regionally accredited or New York State registered college or technical institute with an Associate's Degree in construction technology or related field and five years of experience in building maintenance or one or more of the mechanical or construction trades, which shall have included at least one year of supervisory experience; Or
- C. Graduation from high school or possession of a high school equivalency diploma and seven years of experience as indicated in (A), which shall have included at least one year of supervisory experience; Or
- D. An equivalent combination of training and experience as indicated in (A), and (B) above.

NOTE: A valid New York State driver's license is required at time of appointment and maintained during employment.

Revised 8/10/92, 9/28/94; 3/5/18

Reviewed 12/9/99, 10/10/01, 8/7/09