

Jurisdictional Class: Competitive
EEO Category: Officials/Administrators
Revised: 05/29/2018

SUPERINTENDENT OF BUILDINGS AND GROUNDS

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for supervising the planning, organizing, directing and operating of the custodial and maintenance activities of buildings and grounds. Although certain activities are performed in an office, the Superintendent inspects work sites and various properties on a routine basis. The incumbent formulates custodial and maintenance policy and considerable latitude is given for the exercise of independent judgment in planning and carrying out the details of the work. Work is performed in accordance with general policies and under the general direction and review of an administrative superior. Supervision is exercised over custodial, maintenance and grounds keeping staff. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, schedules and assigns employees to various cleaning, maintenance, renovation and security tasks;
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 related heating and ventilating system equipment;
Oversees the security of physical property;
Inspects buildings, equipment and premises for hazards and violations of safety codes and regulations, and prepares and oversees maintenance and repair programs;
Prepares and administers maintenance and operation budget;
Prepares specifications and plans for annual maintenance, repairs and alterations to buildings, grounds and equipment;
Reads and interprets blueprints;
Interviews and makes recommendation for hiring of personnel;
Acts as liaison between contractors or municipalities engaged in providing services to properties;
Responds to inquires from employees, department heads and the public regarding buildings and grounds activities;
Maintains records and prepares reports;
May supervise the in-service training of custodial and maintenance employees;
May make necessary purchases of materials and supplies for repair and maintenance work;
May develop and conduct a preventive maintenance program and schedule for the heating, ventilation, cooling, exhaust, plumbing, pool, clock, fire alarm, emergency lighting and electrical systems;
May coordinate and oversee the disposal of equipment;
May supervise bus drivers and minor mechanical repairs to school buses.

continued...

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current building cleaning and maintenance practices; good knowledge of construction disciplines, skills and techniques; skill as a general building mechanic; ability to inspect the work of building trades-workers, including HVAC systems; ability to develop and manage an operating budget; ability to plan, assign, and supervise the work of custodians, trades-workers and other building maintenance employees; ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts; ability to express oneself clearly and concisely, both orally and in writing; ability to respond to emergency situations in a sound, quick manner; mechanical aptitude; industry; dependability.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation for a regionally accredited of New York State registered college or university with an Bachelor's Degree in construction, engineering technology, or a closely related field **AND** four (4) years of experience in building construction or one of the standard trades, one (1) year of which shall have been in a supervisory capacity; **OR**
- (B) Graduation for a regionally accredited of New York State registered college or university with an Associate's Degree in construction, engineering technology, or a closely related field **AND** six (6) years of experience in building construction or one of the standard trades, one (1) year of which shall have been in a supervisory capacity; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** eight (8) years of experience in building construction or one of the standard trades, one (1) year of which shall have been in a supervisory capacity.

Adopted: 1980's

Revised: 08/11/1992; 10/02/1992; 09/30/1996; 09/21/2001; 09/30/2004;
07/23/2008; 03/29/2017; 05/29/2018