

Civil Division: Schools
Jurisdictional Class: Competitive
EEO Category: Service/Maintenance
Revised: 05/11/07

SUPERINTENDENT OF BUILDINGS AND GROUNDS AND TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for the maintenance of school buildings and grounds and the safe and efficient operation of the transportation system. The work is performed under the general direction of the supervising principal or other members of the administrative staff, allowing considerable leeway for the exercise over the work of custodial and transportation workers. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assigns employees to various cleaning 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 or private contractors;
Inspects and supervises the maintenance of boilers and heating and ventilating equipment;
Prepares tentative budget estimates for custodial and maintenance activities;
Oversees the maintenance and upkeep of the school grounds;
Keeps records and prepares reports on buildings and ground maintenance;
Orders and accounts for parts and supplies for custodial and maintenance activities;
Receives and attempts to settle grievances and personnel problems of subordinate employees;
Establishes routes to be followed by various drivers;
Prepares time schedules for buses;
Supervises service, maintenance and repair of all school district vehicles;
Assigns substitute bus drivers for all extra curricular trips;
Assists in the preparation of State transportation reports and maps of bus routes;
Approves all purchases of parts and materials;
Arranges for all special trips including those for athletic teams;
Maintains time records of bus drivers for payroll purposes.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern large scale buildings and grounds operation and maintenance practices; thorough knowledge of standard transportation methods and the operation of buses; good knowledge of the operation and maintenance of heating and ventilating equipment; good knowledge of the tools terminology and practices of one or more of the mechanical or building trades and of automotive maintenance; good knowledge of safety procedures and practices in the operation of automotive equipment; good knowledge of the New York State Motor Vehicle Law; ability to inspect the work of building tradesmen; ability to plan and supervise the work of subordinates; ability to keep records and make reports; ability to get along well with others; mechanical aptitude; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree in Transportation or Construction Technology or related field and two (2) years of experience in large scale building maintenance activities, route planning, vehicle scheduling and fleet maintenance for public or commercial enterprise such as a trucking company, bus company, school bus system or similar activity, one of which shall have involved supervisory responsibilities; **OR**

- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in large scale building maintenance activities, route planning, vehicle scheduling and fleet maintenance for a public or commercial enterprise such as a trucking company, bus company, school bus system or similar activity, one of which shall have involved supervisory responsibilities.

Adopted: 1990's
Revised: 08/11/92, 12/11/92, 05/11/07