

ASSISTANT SUPERINTENDENT OF BUILDINGS AND GROUNDS 84-A

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of cleaning, grounds keeping, and skilled mechanical duties. Employees in this class will also assist in planning and supervising an efficient cleaning and maintenance program for two or more buildings including maintenance of grounds. Work is performed under general supervision. In the absence of the Buildings and Grounds Superintendent, the incumbent in this position will assume overall responsibility for buildings and grounds cleaning and maintenance activities.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Performs skilled work in masonry, carpentry, electrical, or painting operations;

Installs and repairs wiring systems, electrical fixtures, and equipment;

Repairs windows, doors, floors, walls and other parts of buildings;

Does interior and exterior painting;

Installs and repairs general plumbing equipment, such as sinks, toilets, and baths;

May mix plaster and concrete and lay brick, plaster walls and finish concrete work;

May participate in general grounds maintenance activities;

Serves as general handyman performing a variety of skilled duties;

Assists in scheduling, assigning and inspecting cleaning and maintenance work or subordinate personnel;

Assists in soliciting bids, monitoring, and inspecting maintenance work performed by outside contractors;

Checks to insure that all buildings are heated, cleaned, locked and unlocked and in readiness for all activities;

Assumes full responsibility for building maintenance or cleaning and grounds maintenance activities when the Building and Grounds Superintendent is absent;

Plows snow and cleans walks as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Good knowledge of common practices, tools, terminology, and safety precautions of one or more of the mechanical or construction trades; good knowledge of cleaning methods, materials, and equipment; good knowledge of safety techniques employed in the use of hand and power tools and in electrical and other maintenance work; good knowledge of the operation of heating system equipment; ability to make a variety of skilled plumbing, electrical, carpentry, and mechanical repairs; ability to understand and carry out oral and written directions; ability to plan and supervise the work of others; ability to maintain records and reports; mechanical aptitude; and manual dexterity.

MINIMUM QUALIFICATIONS: Two years of experience as a journeyman in one or more of the mechanical or construction trades.

SPECIAL REQUIREMENT: Possession of a New York State License to operate a motor vehicle at the time of appointment.

Revised and Replaced in Classplan: 12/22/2022