

FACILITIES BRIDGE SUPERINTENDENT

290-A

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for supervising crews engaged in building custodial and maintenance, grounds and parks maintenance and bridge construction and maintenance. Work is performed under the general supervision of the Director of Operations. Supervision is exercised over the work of Custodial and Housekeeping supervisors, Building Maintenance Supervisors, Construction Supervisors and their crews. Does related work as required.

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.*

Assigns work to supervisors and monitors progress;

Inspects work performed for quality and compliance with plans;

Coordinates activities with other superintendents and Director of Operations;

Insures materials necessary for maintenance and construction activities are ordered and available when needed;

Works closely with the Engineering Department;

Assists Road Maintenance Superintendent and Director of Operations in directing and supervising snow and ice control operations, as directed by the Commissioner of Public Works;

Prepares and submits progress reports and schedules work as needed;

Performs inspections and maintains records;

Prepares cost estimates for maintenance projects;

Prepares technical specifications for materials and specialty services;

Prepares budgets;

Performs various personnel duties including interviewing applicants for jobs, recommending promotions and pursuing disciplinary actions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of the practices, tools, equipment and safety precautions used in the maintenance of buildings and grounds, including maintenance of plumbing, heating, ventilation, electrical and air conditioning systems; good knowledge of bridge construction and maintenance; ability to plan and supervise the work of others; ability to read and interpret drawings; ability to understand and carry out complex oral and written instructions; ability to keep records and prepare reports; good knowledge of personal computer and office software programs; working knowledge of business English and dependability; and thoroughness.

MINIMUM QUALIFICATIONS: Six (6) years of experience in buildings and grounds or bridge maintenance/repair/construction, two (2) years of which must have been in a supervisory capacity. College-level study in engineering or technical training in building trade may be substituted for experience on a year for year basis, but may not be substituted for the supervisory experience.

SPECIAL REQUIREMENT FOR APPOINTMENT: *Possession of a valid commercial driver's license is required at the time of appointment.*

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Last Reviewed:4/03/00
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Replaced in Classplan 8/28/17
Revised and Replaced in Classplan: 2/3/2023