

FACILITIES SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for supervising crews engaged in building custodial and maintenance, grounds maintenance and landfill and transfer station operations. Work is performed under direct supervision of the Director of Operations. Supervision is exercised over the work of Custodial Supervisors, Building Maintenance Supervisors, Landfill Supervisors and their crews.

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 on a daily basis;

Inspects work performed;

Coordinates activities with other superintendents;

Orders materials necessary for maintenance activities;

Works closely with 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;

Performs inspections and maintains records;

Prepares cost estimates for maintenance projects;

Prepares technical specifications for materials and specialty services.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the practices, tools, equipment and safety precautions used in the maintenance of buildings and grounds, including maintenance of plumbing, heating, ventilation,

FACILITIES SUPERINTENDENT**Page 2**

electrical, and air conditioning systems; good knowledge of modern methods and regulations of refuse handling, equipment operation and industrial safety precautions; 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; dependability; and thoroughness.

MINIMUM QUALIFICATIONS: Six (6) years of experience in buildings and grounds maintenance/repair/construction, two (2) years of which must have been in a supervisory capacity. College-level study in engineering or technical training in a 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 New York State Motor Vehicle Operator's License.

Y:\CLASPLAN\Facilities Superintendent.doc
Last Reviewed: February 10, 1994
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A