

SUPERINTENDENT OF BUILDINGS AND GROUNDS

DISTINGUISHING FEATURES OF THE CLASS: This is responsible supervisory work in addition to cleaning, grounds keeping and minor maintenance chores. Employees in this class are responsible for planning an efficient and economical cleaning and maintenance program for two or more buildings or building complex including grounds. Typical tasks are laying out all work assignments for subordinate Janitors, Custodians, Cleaners and grounds maintenance staff participating in the work, checking to see that assignments are properly completed, purchasing cleaning supplies and keeping records. The work is performed under administrative supervision with leeway permitted for the exercise of independent judgment in carrying out job responsibilities.

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.*

Schedules, assigns and inspects cleaning and maintenance work of subordinate personnel;

Performs unskilled and semi-skilled plumbing, electrical, carpentry and mechanical repairs;

Plows snow and cuts grass;

Oversees and assists in performing building cleaning tasks as well as mowing and trimming grounds

and caring for plants, shrubs and trees;

May participate in or supervise the installation of heating, ventilation, plumbing and electrical

equipment and fixtures;

Purchases cleaning and maintenance supplies;

Develops and implements operational, preventive maintenance , repair and emergency

procedures;

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Conducts inspections and visits job sites to determine the effectiveness of work procedures and practices;

Keeps detailed expense records;

Solicits bids for monitors and inspects maintenance work performed by outside contractors;

Confers with administration regarding building improvements and equipment needs;

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

May assist in preparing and maintaining operating budget.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of cleaning methods, materials and equipment; thorough knowledge of safety techniques employed in the use of hand and power tools and in electrical and other maintenance work; good knowledge of building maintenance and repair; good knowledge of the operation of heating system equipment; ability to make a variety of semi-skilled plumbing, electrical, carpentry and mechanical repairs; ability to read and interpret drawings and/or plans; ability to plan and supervise the work of others; ability to maintain accurate work and expense records; thoroughness; resourcefulness; tact; and good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with an Associate's Degree or higher in Engineering Technology or a closely related field and three (3) years experience involving

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responsibility for general building maintenance, repair or construction activities, including HVAC, plumbing and/or electrical maintenance or repair, at least one year which shall have been in a supervisory capacity; or

- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years experience as described in (A) above, at least one year which shall have been in a supervisory capacity; or
- (C) Five (5) years experience as described in (A) above, at least one year which shall have been in a supervisory capacity; or
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: July 25, 1985

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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