

BUILDING SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This is administrative work involving a responsibility for the cleanliness, maintenance and physical operation of a building. The work is performed under the broad direction of a general administrator and supervision is exercised over a small number of custodial and/or grounds personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs and supervises custodial and/or grounds personnel;
Requisitions supplies;
Makes periodic inspections of building for repairs that may be needed;
Contacts all suppliers of services required for the maintenance and operation of the building;
Arranges for office space for meetings, conferences, public hearings, etc.;
Arranges for storage of records and equipment;
Confers with administrators concerning use and need of building.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of administrative practices required for planning and coordinating a variety of service projects; working knowledge of the practices, terminology, tools and safety controls for building cleaning and maintenance; ability to organize and direct the work of others; ability to plan and arrange schedules.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and two (2) years of administrative or building custodial supervisory experience.

R.C.D.P. (04.29.2014) 03.27.2015
Competitive
(Part-Time is Non-competitive in any Civil Division)