

SUPERINTENDENT OF BUILDINGS AND GROUNDS I

DISTINGUISHING FEATURES OF THE CLASS: This supervisory work of a moderately complex nature involving responsibility for the cleanliness, maintenance and physical operation of one or more buildings and associated grounds and involving basic administrative duties. The incumbent may have a hands-on involvement in the work being supervised. The work is performed under the general direction of an administrator. Supervision is exercised over a number of maintenance personnel and/or building custodians. Does related work as required.

TYPICAL WORK ACTIVITIES:

Confers with administrators concerning uses and needs of buildings;
Interviews and recommends the employment of custodial and maintenance personnel;
Plans and schedules work and assigns personnel;
Makes routine inspections of buildings, grounds and equipment;
Inspects and supervises the maintenance of boilers and heating systems;
Prepares cost estimates and specifications for repairs, alterations and improvements not involving reconstruction;
Oversees the work done and inspects maintenance projects performed by employees and private contractors;
Drafts specifications for supplies and equipment and supervises the storage and distribution of them;
Establishes training procedures and routines;
Maintains records and makes oral and written reports;
Prepares preliminary budget estimates.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, terminology, tools and safety controls for building cleaning and maintenance; good knowledge of heating and ventilating systems; good knowledge of supervisory and training techniques; working knowledge of administrative and management practices; ability to read plans and specifications; ability to coordinate multiple activities; ability to write clear and accurate reports; mechanical aptitude.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and five (5) years of experience in one of the building construction trades or in building operation or maintenance (in other than laboring duties), one (1) year of which must have been in building operation and maintenance and two (2) years of which must have been in responsible supervision of building cleaning, construction or maintenance workers.

NOTE: Education beyond high school in a curriculum applicable to the physical operation and maintenance of buildings may be substituted for up to a maximum of three (3) years of the required non-supervisory experience on a year-for-year basis.

R.C.D.P. (06.17.1988) 11.15.2015 - Job specification may be subject to further revision
Competitive