

## SUPERINTENDENT OF BUILDINGS AND GROUNDS

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory and technical work involving responsibility for overseeing the efficient and economical operation, maintenance, and repair of facilities and grounds. The incumbent directs the activities of workers involved with maintenance, cleaning, construction, and groundskeeping tasks and may participate in certain phases of these activities. The work is carried out in accordance with established policies, procedures, and practices permitting the exercise of considerable independent judgement in determining the best method to repair, maintain, and operate facilities. The work is carried out under general supervision. Supervision is exercised over subordinate employees involved with maintenance, repair, construction, and cleaning activities. A Superintendent of Buildings and Grounds does related work as required.

### TYPICAL WORK ACTIVITIES:

- Directs, supervises, and participates with assigned staff in the safe and efficient maintenance and operation of buildings and grounds;
- Participates in the hiring, training, and development of subordinate staff;
- Develops, schedules, and manages a preventive maintenance program designed to retain buildings, grounds, and equipment in safe operating condition;
- Confers with supervisors on maintenance, repair, and operational needs;
- Makes periodic inspections of buildings and grounds, especially heating plants and special hazard equipment;
- Participates in the planning of new construction and major repair work;
- Identifies mechanical and structural deficiencies and the need for repair or replacement;
- Inspects and prepares reports on the work of outside contractors and recommends acceptance or rejection;
- Schedules assigned staff to assure adequate coverage;
- Investigates and reports on damage to buildings with recommendations for repair and prevention;
- Prepares maintenance and operation budgets and justifications;
- Directs snow and ice control activities, tree and decorative planting and pruning;
- Responds to emergencies and organizes staff to cope with indicated needs;
- Oversees an Energy Conservation Program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of buildings and grounds maintenance and operation activities in a single or multiple structure system; good knowledge of heating plant and air conditioning operations and safety precautions; ability to understand, inspect, and remedy defects in the maintenance and operation of buildings and equipment; ability to maintain efficiency and harmony in working relationships among subordinates; ability to read building construction blueprints and specifications; ability to apply a critical attitude in the inspection and evaluation of work completed and in progress; ability to communicate, understand, and execute oral and written directions; ability to prepare preliminary budget and renovation estimates; mechanical aptitude; dependability; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either

- A. Graduation from a regionally accredited or New York State registered college or university with at least an Associate degree in Engineering Technology or a related field and two years of building maintenance or building construction experience, at least one year of which must have involved supervisory experience;

OR

- B. Graduation from high school or possession of a high school equivalency diploma and four years of building maintenance or building construction experience, at least one year of which must have involved supervisory experience.

SPECIAL REQUIREMENT: Possession of an appropriate class New York State driver's license at the time of appointment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 7/16/09