

SUPERINTENDENT OF BUILDINGS AND GROUNDS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing the efficient maintenance and operation of buildings, grounds and equipment. An employee in this class supervises and participates in work of a general mechanical nature which may include masonry, carpentry, painting, plumbing, heating or electrical maintenance and repair. Additionally, an incumbent oversees and may participate in grounds maintenance functions. The work is performed under administrative supervision, with considerable latitude given for the exercise of independent judgment in planning and carrying out the details of the work. Supervision is exercised over the work of custodial, maintenance and grounds keeping employees. The incumbent does related work as required.

Note: In compliance with OSHA, this position has a potential risk of exposure to blood borne pathogens (blood/body fluids).

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans and schedules a program of preventive maintenance and repairs for buildings and grounds;
Assigns subordinate personnel to various maintenance and repair tasks and determines work priorities;
Makes regular inspections of buildings and grounds to insure that proper cleaning, maintenance and grounds keeping procedures are being followed and to make recommendations for improvement;
Supervises and participates in a wide variety of plumbing, heating, electrical and mechanical maintenance and repair activities;
Inspects and exercises supervision over repair and alteration work performed by private contractors;
Develops work schedules and procedures to handle emergencies;
Supervises and/or participates in the maintenance and repair of buildings including painting, roofing, carpentry and masonry;
Conducts periodic inspections of the condition of buildings and equipment to ascertain maintenance needs;
Establishes and maintains facilities for the storage of supplies and equipment and keeps necessary inventory records;
Maintains a variety of records and accounts pertaining to equipment operation, purchase of supplies and equipment, and maintenance activities;
Supervises snow removal and ice control activities in parking lots, driveways and walks;
Orders supplies and equipment to insure continuous and efficient operation of the buildings and grounds functions;
Prepares a variety of oral and written reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern large-scale buildings and grounds operation, maintenance and repair principles and practices; good knowledge of the operation and maintenance of electrical, plumbing, heating and ventilating equipment; good knowledge of the tools, terminology and practices of one or more of the mechanical or building trades; ability to plan, assign and supervise the work of others; ability to understand and carry out complex oral and written instructions; ability to read plans and blueprints; ability to prepare specifications and orders for the delivery of buildings and grounds supplies, equipment and services; mechanical aptitude; manual dexterity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Four years of satisfactory experience in building maintenance activities and graduation from high school or possession of an equivalency diploma; or an equivalent combination of training and

experience.

Amended: 09/24/92