

SUPERINTENDENT OF BUILDINGS AND GROUNDS

DISTINGUISHING FEATURES OF THE CLASS: Has responsible charge of the building cleaning and maintenance activities in a large facility or a number of smaller buildings. Positions in this class differ from lower level positions in that the scope of duties performed and size of system maintained involves considerable greater managerial ability. Work is performed under general supervision in accordance with general policy with a wide leeway allowed in performing technical phases of the work. Immediate supervision is exercised over custodial and maintenance staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Assigns employees to various custodial and maintenance tasks and sets up schedules of work; Inspects painting, carpentry, plumbing, electrical and other mechanical maintenance and construction work performed by private contractors or custodial or maintenance employees; Inspects and supervises the maintenance of boilers and heating systems; Prepares tentative budget estimates for custodial and maintenance activities; Drafts specifications and plans for repairs and alterations to buildings and equipment; Directs the maintenance and upkeep of school grounds; Keeps records and makes reports of building maintenance activities.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of large scale building and grounds maintenance practices; skill as a general mechanic and ability to inspect the work of building tradesmen; ability to plan and supervise the work of a large number of custodians, tradesmen and other building maintenance employees; mechanical aptitude; industry; dependability; good physical condition.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma; and either
- B. Four years of experience in building cleaning or maintenance work, one year of which shall have included supervisory experience; Or
- C. Four years of experience in any of the standard mechanical or construction trades, one year of which shall have included supervisory experience; Or
- D. An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

Revised 8/10/92, 9/28/94

Reviewed 12/9/99, 10/10/01, 8/7/09