

SUPERINTENDENT OF BUILDINGS AND GROUNDS

Code No.: 5-19-014
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a managerial and supervisory position responsible for directing the building and grounds maintenance program in a medium or small school district or agency. Work is performed under general supervision from an administrator with wide latitude allowed in developing work procedures and implementing a program for safety and preventative maintenance in district facilities. Direct supervision is exercised over a staff of custodial grounds maintenance and mechanic employees. General supervision is received from an administrator. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related work may be performed although not listed.)

Develops and maintains a program for the preventative maintenance of the district's buildings, grounds and equipment;

Supervises and coordinates the work of building maintenance staff or outside contractor involved in routine cleaning, painting, carpentry, plumbing heating and electrical work;

Coordinates the use of all buildings with outside groups;

Establishes standards of workmanship, cleanliness, safety and security and inspects all work for conformance with these standards;

Prepares or assists in the preparation of the department's budget and monitors expenditures;

Prepares specifications and receives bids for outside contracts, supplies and equipment;

Maintains personnel records on all employees;

Keeps informed on current laws and regulations and federal, state and local codes concerning the operations and maintenance of district facilities;

Attends and participates in administration meetings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of building maintenance, alteration and housekeeping; good knowledge of the building trades; good knowledge of custodial practices and of the equipment and materials used to maintain clean buildings and grounds; good knowledge of building construction; working knowledge of the engineering principles involved in building utilities, such as heating and ventilating; ability to train employees and to inspect work performed; administrative ability; ability to motivate employees and instill a spirit of cooperation among the staff; ability to prepare and formulate a budget; ability to keep accurate records; ability to cooperate with contractors and engineers; ability to maintain liaison with various service facilities; reliability; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Architecture, Civil Engineering, Electrical Engineering, or Mechanical Engineering, plus three (3) years of experience in building maintenance, grounds maintenance or as a skilled workman in one of the building trades, two (2) years of which shall have been in a responsible supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Construction Technology, Electrical Engineering, or Mechanical Engineering, plus five (5) years of experience as described in (A) above, two (2) years of which shall have been in a responsible supervisory capacity; OR,
- (C) Seven (7) years of experience as described in (A), two (2) years of which shall have been in a responsible supervisory capacity.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: May 29, 1986

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