

## SUPERINTENDENT OF BUILDINGS

Code No.: 3-11-030  
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional supervisory position involving responsibility for the administration of County building operations maintenance and construction. Work is performed under general supervision of the Director of Buildings and Equipment. Direct supervision is exercised over a professional and semi-skilled staff. Does related work as required.

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

Inspects all buildings, utilities distribution systems, and heating and ventilating equipment;

Acts as Chief Stationary Engineer for County Facilities;

Supervises the repair of equipment and systems;

Requisitions materials, supplies and equipment;

Acts as a liaison with the Department of Engineering and private contractors for projects involving County building and utility systems;

Prepares all budgets for Buildings and Equipment Department;

Prepares Capital Improvement Programs for department;

Directs general supervision over a labor and personnel staff;

Prepares special projects specifications;

Consults with contractors, vendors and both County and outside consulting engineers;

Responds to emergency calls and situations as needed.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the operation of the plumbing, water, heating, air conditioning, electrical and sewer systems of County buildings; thorough knowledge of the engineering features of building utilities; thorough knowledge of repairs and of the maintenance measures required; thorough knowledge of budget preparation; good knowledge of instrumentation and control manuals; good oral and written communication skills; ability to evaluate present and future maintenance needs; ability to read blueprints, plans and drawings; ability to schedule and supervise the work of others; ability to prepare budgets; ability to establish good working relationships with others; ability to prepare project specifications; tact; patience; good judgment; initiative; resourcefulness; dependability; health commensurate with the demands of the position.

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

- (A) Ten (10) years of full-time paid experience in a responsible capacity as a Stationary Engineer or Building Engineer involved in the operation and maintenance of building utilities, three (3) years of which shall have been responsible supervisory experience; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Engineering, plus seven (7) years of full-time paid experience as outlined in (A), three (3) years of which shall have been responsible supervisory experience; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Engineering, plus six (6) years of full-time paid experience as outlined in (A), three (3) years of which shall have been responsible supervisory experience.

SPECIAL REQUIREMENTS:

Eligibility for a license as Chief Stationary Engineer issued by the Board of Examiner for Stationary and Refrigeration Engineers, City of Rochester.

**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: February 10, 1983