

SUPERINTENDENT OF BUILDINGS AND GROUNDS

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the supervision of all school building cleaning, maintenance and repair activities. An employee in this position also performs a variety of building maintenance and repair tasks of a skilled nature. Although employees in this class, by reason of personal training and experience, generally devote most of their time to work of a single specialized maintenance and repair field, they are required to work along various mechanical lines as the occasion demands. This class is distinguished from Head Custodian and Supervisor of Buildings and Grounds because of a greater participation in decision making regarding plant construction, alteration and maintenance and because greater managerial ability is required to coordinate the work of a larger staff. Work is performed under the general direction of the Superintendent of Schools or other members of the administrative staff, with considerable leeway allowed for the use of independent judgment in planning and carrying out details of the work. Supervision is exercised over the work of all custodial and maintenance employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assigns employees to various cleaning and maintenance tasks and established schedules of work and priorities;
- Supervises or performs repairs to plumbing, steam lines, electrical wiring and equipment, furniture, doors and windows, hardware and varied mechanical equipment and machinery;
- Inspects painting, carpentry, plumbing, electrical and other mechanical maintenance and construction work performed by custodial or maintenance employees or private contractors;
- Inspects, supervises and performs maintenance on boilers and related heating system equipment;
- Prepares tentative budget estimates for custodial and maintenance activities;
- Oversees the maintenance and upkeep of the school grounds and athletic fields;
- Estimates material required for repairs and installs panelling, shelving, storage cabinets and new hardware;
- Orders and accounts for parts and supplies for custodial and maintenance activities;
- Receives and attempts to settle grievances and personal problems of subordinate employees;
- Keeps records and prepares reports on building and grounds maintenance.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of modern large scale buildings and grounds operation, maintenance and repair practices; good knowledge of the operation and maintenance of heating and ventilating equipment; good knowledge of the tools, terminology and practices of one or more of the mechanical or building trades; ability to inspect the work of building tradesmen; ability to understand and follow oral and written directions; ability to plan and supervise building, cleaning, repair and maintenance activities; mechanical aptitude; manual dexterity; dependability; initiative; good physical condition.

SUPERINTENDENT OF BUILDINGS AND GROUNDS - Con't

MINIMUM QUALIFICATIONS: Graduation from high school and six years of experience in large scale building maintenance activities, two years of which shall have involved supervisory responsibilities; or any equivalent combination of training and experience.