

Jurisdictional Class: Competitive  
Adopted: July 19, 1971  
Revised: August 3, 2010

**SUPERINTENDENT OF BUILDINGS & GROUNDS**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for planning and directing the activities of the maintenance and grounds operation of a number of county buildings. The incumbent evaluates space needs within buildings and prepares plans for alterations that comply with New York State Building Codes. The incumbent oversees and trains subordinates in the skills and techniques associated with building repairs, including basic carpentry, electrical, plumbing, and mechanical repairs that comply with New York State Building Code and follow acceptable quality standards. Work is performed under the general direction of the County Administrator, with wide leeway permitted for independent planning and laying out of work details in accordance with established policies and procedures. Supervision is exercised over all buildings and grounds staff who perform cleaning, maintenance, and repair work. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Plans, schedules, and assigns employees to various cleaning, maintenance, and renovation tasks;  
Oversees, supervises, and performs repairs to plumbing, heating, ventilation, air conditioning, and electrical equipment and building structural components;  
Inspects and supervises the maintenance of boilers and related heating system equipment;  
Makes inspections of property to ascertain repair needs;  
Inspects buildings, equipment, and premises for hazards and violations of safety codes and regulations;  
Oversees and trains subordinates in the skills and techniques associated with building repairs, including basic carpentry, electrical, plumbing, and mechanical repairs that comply with New York State Building Code and follow acceptable quality standards;  
Orders and accounts for parts and supplies for custodial and maintenance activities;  
Inspects painting, carpentry, plumbing, electrical, and other mechanical maintenance and construction work performed by maintenance employees or private contractors to be sure they comply with New York State Building Code;  
Evaluates space needs within buildings and prepares plans for alterations that comply with New York State Building Code and estimates materials required for repairs;  
Co-Safety Officer with the Personnel Director in the interpretation of the Federal Hazardous Communication Standards and is involved in the development, implementation, and review of a plan for compliance for all county departments;  
Acts as liaison between county and contractors or municipalities engaged in providing services to county properties;  
Prepares, submits, and manages departmental budget;  
Prepares specifications and cost estimates for equipment and repair projects;  
Maintains records and prepares reports on custodial and maintenance activities;  
Prepares in-depth annual charge back reports accounting for all labor and materials expenditures.

## Superintendent of Buildings and Grounds

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of modern building maintenance and repair operations and practices;  
Good knowledge of the principles and practices of planning, directing, and supervising a program of buildings and grounds maintenance and its personnel;  
Good knowledge of building cleaning practices and procedures, supplies, and equipment;  
Good knowledge of operating heating, ventilation, and air conditioning equipment;  
Knowledge of basic carpentry, electrical, and plumbing skills;  
Skill as a general mechanic;  
Ability to train subordinates the skills and techniques associated with the job;  
Ability to draw, read, and interpret plans for building repairs or alterations;  
Ability to understand and implement New York State Building Code;  
Ability to prepare accurate job specifications and cost and materials estimates;  
Ability to prepare reports both orally and in writing;  
Mechanical aptitude;  
Sound judgment.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and four (4) years of experience at the journey level in two or more of the standard building trades such as carpentry, plumbing, electrical, or related field; two (2) years of which shall have been in a supervisory capacity in large-scale building construction, maintenance, or repair activities; or
- (b) Six (6) years of experience at the journey level in two or more of the standard building trades such as carpentry, plumbing, electrical, or related field; three (3) years of which shall have been in a supervisory capacity in large-scale building construction, maintenance, or repair activities; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**SPECIAL REQUIREMENT:** Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business in a timely and efficient manner.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.