

Jurisdictional Class: Competitive  
Adopted: May 23, 1985  
Revised: July 16, 2014

**SUPERINTENDENT OF BUILDINGS AND TRANSPORTATION**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for managing the cleaning, operation, and maintenance of all school buildings and grounds and the transportation system of the school district. This is an important position involving responsibility for the supervision of all school maintenance and transportation activities and their safe, efficient, and economical performance. The Superintendent of Buildings and Transportation is required to inspect and pass all buildings and grounds alteration and repair work performed by staff and those on a contractual basis. The work is performed under general direction of the Superintendent of Schools and subject to the policies of the Board of Education. Supervision is exercised over custodial, maintenance, and transportation employees. The incumbent does related work as required.

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

Assigns and coordinates employees of the maintenance and operational staff to various buildings tasks and establishes work schedules;  
Plans and schedules alterations and repairs to be carried out during vacation and school periods;  
Prepares budget estimates for custodial and maintenance activities;  
Prepares plans and specifications for contractual services for plan alterations or repairs;  
Prepares specifications for supplies, materials, and equipment needed for the option and maintenance of school system facilities;  
Inspects and oversees the maintenance of heating, sanitation, plumbing, electrical, painting, and building repairs and other maintenance and operation activities;  
Inspects or otherwise exercises control of repairs and alterations performed by outside contractors;  
Confers with superintendent, principals, and custodians on operational and maintenance questions;  
Attends Board of Education meetings to explain and advise on departmental maintenance and equipment needs;  
Establishes time schedules and prepares bus routes for various drivers;  
Supervises service, maintenance, and repair of all school district vehicles;  
Writes specifications for all new vehicles and equipment;  
Prepares state transportation reports and maps of bus routes;  
Interviews applicants for building and grounds and transportation positions;  
Reviews requisitions from custodial and district-wide maintenance staff;  
Keeps records and makes oral and written reports of departmental activities.

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

Thorough knowledge of modern large scale building and grounds operation and maintenance practices;  
Thorough knowledge of standard transportation methods in the operation of buses;  
Good knowledge of the operation and maintenance of buildings including electrical work, lighting, plumbing, heating, ventilating, and air conditioning;  
Good knowledge of various building trades;  
Good knowledge of automotive repair methods and of the terminology and tools of the trade;  
Good knowledge of the types of vehicles and related equipment involved in bus operation;  
Good knowledge of the New York State Motor Vehicle Law;

## Superintendent of Buildings and Transportation

Ability to prepare specifications for building alterations and for the purchase of supplies or equipment;  
Ability to give directions and to inspect the work of building trades workers;  
Ability to plan and supervise the work of others;  
Ability to get along well with others;  
Sound judgment.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and four (4) years experience: two (2) years in large scale buildings and grounds maintenance work and the other two (2) years in the maintenance and repair of automotive equipment. One (1) year of the above required experience must have been in a supervisory capacity.

**NOTE:** Training beyond high school in buildings trades work or automotive repair may be substituted on a year-for-year basis for experience with the exception of the one (1) year of supervisory experience.