

ASSISTANT SUPERINTENDENT OF BUILDINGS AND GROUNDS - COMMUNITY
COLLEGE

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Superintendent of Buildings and Grounds, an incumbent of this position is responsible for assisting in the maintenance of the buildings and facilities at the College with special attention to custodial services, maintenance of grounds, air-conditioning and utility systems, physical plant of the College. In the absence of the Superintendent of Buildings and Grounds, the incumbent in this position exercises full authority over a large number of employees constituting the Maintenance Department of the College. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans and organizes the work of the Division taking into consideration faculty, staff, and student schedules and needs and in cooperation with the Building Service Supervisor on each shift, making specific work assignments to new or revised procedures, additional responsibilities, or special maintenance or housekeeping problems;

Supervises the maintenance of grounds complex coordinating where necessary with the athletic staff, faculty and students;

Assists in assigning and planning work;

Assists in supervising the maintenance of heating and ventilating systems;

Assists in directing the maintenance and upkeep of grounds, including lawns, shrubbery, flower beds, walkways and parking areas;

Assists in the supervision of the removal of snow;

Keeps records and makes reports on building maintenance;

Assists in the preparation of budget estimate for custodial and maintenance activities;

Provides advice to the administration on repairs and remodeling problems;

Establishes the work rules and procedures, and prepares work schedules.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of building maintenance and repair equipment and procedures; thorough knowledge of the repair of heating and air-conditioning equipment and procedures; good knowledge of sewage and water supply systems; good knowledge of materials and methods of construction as it affects facilities and roads; ability to plan and supervise the work of others; ability to understand and carry out oral and written instructions; tact; initiative; physical condition commensurate with the demands of the position.

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MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* in an engineering or construction field and two years of experience in buildings, roads or grounds maintenance activities, at least one year of which shall have been in a supervisory capacity; or (b) an Associate's Degree* in engineering or building construction and four years experience in buildings, roads or grounds maintenance, two of which must have been in a supervisory capacity; or (c) high school or equivalency diploma and six years experience as described in (a), four years of which shall have been in a supervisory capacity; or (d) ten years experience in the field of building and grounds maintenance, five years of which shall have been in a supervisory capacity; or (e) satisfactory combination of the foregoing training and experience as defined by the limits of (a), (b), and (c).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.
J.C.: Unclassified†
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Job Class Code: C0143
Job Group: X