

SUPERINTENDENT OF BUILDINGS-WMC

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent plans, directs and coordinates the operation, maintenance, building service functions, engineering and construction for all facilities at the Westchester Medical Center. An incumbent is responsible for repair, maintenance, construction and equipment installation in conjunction with architects, engineers, contractors, and sub-contractors. There is substantial responsibility for service to other departments in facilitating physical changes, alterations, etc. Supervision is exercised over a large number of technical and skilled employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans for, schedules and gives supervision to maintenance and repair projects necessary to buildings, equipment and related service facilities involving all phases of the building, mechanical, grounds, and electrical trades;

Directs the operation and maintenance of all facilities providing heat, power, plumbing, security, safety, housekeeping, grounds keeping, etc.;

Negotiates service contracts when necessary;

Prepares rough plans and specifications for minor building alterations and supervises their execution;

Prepares, recommends, and implements plans for meeting special problems in the maintenance of buildings, equipment and service facilities;

Plans the work of the maintenance staff to meet maintenance and repair needs;

Prepares work schedules, assigns work orders, and gives instructions;

Requisitions supplies and equipment;

Responsible for the preparation of the annual budget, including capital and non-recurring projects;

Supervises preparation of records, reports and payrolls;

Works closely with other Department representatives to assure maximum services efficiency;

Oversees the work of contractors performing maintenance and improvement on facilities;

May inspect facilities regularly to ensure work quality and to determine need for maintenance, repair and construction projects.

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

EXAMPLES OF WORK: (Cont'd)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of administrative practices and techniques; thorough knowledge of maintenance operations; good knowledge of modern building cleaning operations, and repair of various types of building facilities and service equipment; good knowledge of mechanical and building trades necessary to the various maintenance operations; working knowledge of principles, practices and procedures of construction engineering with particular emphasis on the design and utilization of various types of building, facilities and service equipment; ability to plan and direct the work of others; ability to prioritize work projects taking available manpower and resources into consideration; ability to accommodate the work in the buildings division with the operating needs of the Medical Center departments and the overall budgetary policies of the Westchester Medical Center; ability to delegate responsibility and to exercise control; ability to establish and maintain effective working relationships; ability to prepare and present effective reports verbally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; thoroughness and initiative in seeing a project through to its satisfactory completion and within desired completion schedules; tact; sound professional judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's degree* and five years of experience where the primary function of the position was in a management capacity in building maintenance and operations which included responsibility for maintenance, repair and building service work including oversight of non-recurring repairs and replacements.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*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.

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J.C.: Competitive
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Job Class Code: E0837
Job Group: XVII