

SUPERINTENDENT OF BUILDINGS

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level administrator, the incumbent of this position is responsible for all maintenance, repair, building service work and grounds operations for a public or municipally owned building or buildings. Responsibilities also involve determining the need for, arranging and supervising the work done by outside contractors in connection with the maintenance and improvement of municipally owned buildings or properties. General supervision is exercised over various cleaning and maintenance employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, schedules and supervises alterations, repair and maintenance of and groundskeeping operations for municipal owned buildings;

Establishes appropriate operations and maintenance schedules for buildings and grounds;

Prepares, submits and monitors maintenance budgets;

Requisitions supplies and equipment;

Supervises and evaluates contractors doing work in connection with maintenance and improvement of buildings and grounds;

Inspects the work of contractors/employees progress during and upon completion to insure compliance with specifications and work quality;

Prepares and submits necessary reports as required;

May plan, arrange, and conduct periodic inspections of facilities to insure all applicable codes and standards are adequate and in compliance;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

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; ability to plan and direct the work of others; ability to delegate responsibility and to exercise control; ability to communicate effectively, both orally and in writing; ability to understand and carry out oral and written instructions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; good judgment; tact in dealing with contractors, buyers, general public and other personnel; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* and four (4) years of experience in the operation and maintenance of buildings and grounds, two (2) years of which must have been in a supervisory capacity; or (b) an Associate's Degree* and six (6) years of the experience as defined in (a), including the two (2) years of supervisory experience; or (c) graduation from high school or possession of a high school equivalency diploma and eight (8) years of experience as defined in (a), including the two (2) years of supervisory experience.

*SPECIAL NOTE: Education beyond the secondary level 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.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State at time of appointment. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions throughout the course of their employment

Towns, Villages
Cities of Rye & Peekskill
Ossining Library
J.C.: Competitive
1a

Job Class Code: 0450
S1042