

BUILDINGS & GROUNDS ASSISTANT SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for assisting the Buildings & Grounds Superintendent or the Director of Facilities in the safe and efficient operation and maintenance of buildings, grounds and equipment. The work is performed under the general supervision of the Superintendent in accordance with established policies and procedures. The Assistant Superintendent is given considerable leeway for the exercise of independent judgement in planning and carrying out work assignments. Supervision is exercised over all subordinate maintenance and custodial employees. Does related work as is required.

TYPICAL WORK ACTIVITIES:

- Assists the Buildings & Grounds Superintendent in supervising the operation and maintenance of buildings, grounds, and equipment;
- Assumes the duties and responsibilities of the Superintendent in his absence;
- Assists the Superintendent in preparing annual budget estimates;
- Maintains preventive maintenance records and completion of said activities;
- Assists in training and supervising maintenance and custodial staff;
- Maintains accurate records of required training of personnel, fleet and equipment;
- Does planning and layout of maintenance projects including drawings, cost estimates, ordering of materials, etc;
- Participates in cleaning of facilities;
- Participates in yard work including the planting of flowers, shrubs, trees, insecticide spray, lawn care, maintaining athletic fields and snow removal;
- Participates in carpentry-including the building of partitions and installation of doors, building cabinets, tables, shelving units, etc;
- Participates in electrical-including installation of primary and secondary service single and three phase, installation of outlets, lights in new and old construction;
- Participates in plumbing-including installation of waterlines and drains in plastic and copper;
- Assists in supervising employees' time cards, vacation requests, sick leave accident forms, etc;
- Prepares purchase orders, receiving materials and seeing that invoices are properly channeled for payment for the efficient and effective management of facilities;
- Participates in painting and finishing including working with oil and latex paint, stains, varnish, etc;
- Inspect and supervise maintenance work performed by outside vendors or contractors.

BUILDINGS & GROUNDS ASSISTANT SUPERINTENDENT continued**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the operation of facilities;
- Good knowledge of methods and materials used in building cleaning and maintenance;
- Good knowledge of large scale facilities including building and grounds maintenance and repair;
- Some knowledge of building construction and repair;
- Working knowledge and ability to make basic repairs to HVAC, heating, plumbing, electrical equipment, furniture and grounds including athletic fields;
- Ability to plan and layout projects;
- Ability to understand and carryout oral and written directions;
- Ability to plan and supervise the work of others;
- Ability to get along well with others;
- Ability to keep records and make reports;
- Initiative and resourcefulness;
- Good judgment;
- Dependability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and four years of full-time paid experience in building maintenance work or in one of the standard building trades or skill sets described above.

12/30/1988

12/11/1992

05/20/1998

10/29/2015

CLASS: COMPETITIVE