

BUILDINGS & GROUNDS SUPERINTENDENT

Distinguishing Features of the Class: This is a highly important position involving responsibility for supervising and directing the custodial and maintenance activities for a group of buildings. Work is performed in accordance with general policy outlined by School District/County Legislature allowing wide leeway for the exercise of independent judgment in planning and carrying out details of the work. Immediate supervision is exercised over all custodial and maintenance personnel.

Typical Work Activities:

- Inspects painting, carpentry, plumbing, electrical and other mechanical maintenance and construction work performed by custodial or maintenance employees or private contractors.
- Prepares tentative budget estimates for custodial and maintenance activities.
- Receives and attempts to settle grievances and personnel problems of subordinate employees.
- Inspects, maintains and repairs steam boiler heating system, plumbing, electrical equipment, desks, chairs and tables, ceilings, walls, floors and windows.
- Inspects work performed by outside contractors.
- Keeps records of maintenance and repair activities on buildings and grounds maintenance and makes oral and written reports.
- Check buildings and recommends for capital projects to be budgeted for.
- Determines personnel requirements, and is responsible for the appointment and removal of staff in compliance with local civil service rules.
- Makes inspections of construction and repair of buildings and structures for compliance with the requirements of state and local building, zoning and housing codes and ordinances and enforces the provisions of the regulations as indicated.
- Exercises supervision, assigns, directs, deploys and handles performance evaluations of safety risk, maintenance, cleaning and custodial services staff.
- Performs other duties from time to time as assigned by the School District/Legislature.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics: Thorough knowledge of modern large scale buildings and grounds operation and maintenance practices; good knowledge of the operation and maintenance of heating and ventilating equipment; good knowledge of the tools, terminology, and practices of one or more of the mechanical or building trades; ability to inspect the work of building tradesmen; ability to plan and supervise building and grounds maintenance activities; mechanical aptitude; dependability; initiative; good judgment; physical condition commensurate with the demands of the position.

Minimum Qualifications: Graduation from high school and five (5) years of experience in large scale building maintenance activities; two (2) years of which shall have involved supervisory responsibilities; or any equivalent combination of training and experience.

10/22/91, 3/19/96, 12/30/96, 12/22/05

CLASS: COMPETITIVE