

## DEPUTY SUPERINTENDENT OF BUILDINGS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Superintendent of Buildings in either the Department of Public Works or the Community College, incumbents of this class are responsible for assisting in the delivery of all building, maintenance and repair operations at assigned location(s) to include all skilled and unskilled trades work. Work involves supervising a large number of subordinate maintenance workers in the performance of both skilled and unskilled maintenance tasks; maintaining administrative and operational reporting systems to keep abreast of building and operational issues, and regularly inspecting facilities and meeting with subordinate supervisors to manage daily operations. This class differs from the Superintendent of Buildings at the Community College as the Superintendent is responsible for more complex work and is given a broader scope of approval authority. This class differs from the Superintendent(s) of Buildings in the Department of Public Works in that the higher level is responsible for an assigned group of buildings or for a large group of County owned and leased property. The Deputy Superintendent may act in the absence of the Superintendent of Buildings as needed, and may also be expected to provide weekend and night coverage as assigned. Supervision over a number of subordinates is exercised. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises directly, and through subordinate staff, a number of maintenance employees engaged in performing both skilled and unskilled trades work such as heating, ventilation and air conditioning; electricity; plumbing, carpentry; painting; mechanics; grounds keeping; general building maintenance, etc.;

Delegates assignments to subordinate supervisors in each trade or area of operation; evaluates building operations and maintenance reports prepared by subordinates to ensure that work is completed in accordance with departmental and trade standards; may work with other Deputy Superintendents to coordinate staff coverage;

Works with the Superintendent of Buildings in prioritizing projects and responses to emergency situations in accordance with departmental guidelines and standards, ensuring that work is assigned to staff appropriately through subordinate supervisors in those areas of operation;

Ensures that staff resources, equipment and materials needed to perform work assignments and projects are provided in an efficient manner; assists in preparing the annual budget for area of assignment and provides input;

Assigns personnel and material resources to maintenance and repair projects, using all building trades (carpentry, plumbing, electrical, masonry, etc.);

Uses building management software to manage HVAC system controls;

Coordinates and supervises repairs of electrical, power, heating facilities and air conditioning systems;

Supervises the boiler rooms that provide heat, hot water and air conditioning;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Oversees and coordinates the ordering of equipment and materials for Division;

Reviews plans and may prepare rough sketches for repair and remodeling projects;

Provides advice and guidance to the various office administrators and subordinate supervisors with regard to repair and remodeling projects/problems;

Coordinates and prepares the annual operating budget request for the unit, excluding capital and non-recurring items, and submits to supervisor for review and approval;

May prepare and administer service contracts to assure work is properly performed and processes claims for payment;

May supervise work of contractors in connection with the maintenance and improvement of buildings and building facilities;

May act for the Superintendent in his absence;

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

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of maintenance, operation and repair of boiler rooms and various types of building facilities and service equipment; good knowledge of mechanical and buildings trades necessary for the various operational, maintenance and repair activities; knowledge of administrative practices and techniques; ability to plan and supervise the work of others in carpentry, electrical, masonry, plumbing and heating work; ability to take building security systems into account when planning maintenance and repair projects; ability to prepare and present effective reports orally or in writing; ability to maintain effective working relationships with others; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; tact in dealing with contractors, buyers, staff, other County personnel and the general public; good judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and five years of experience where the primary function of the position was in either the installation, operation, or maintenance of buildings and building service facilities, two years of which must have been at the supervisory level.

SUBSTITUTION: College credits earned toward a degree in civil, mechanical or electrical technology, building construction, engineering, architecture or related field may be substituted at the rate of 30 credits\* for one year of experience for up to three years of the general experience above. There is no substitution for the two years of supervisory experience.

SUBSTITUTION: Experience in Design may be substituted for installation, operation or maintenance experience up to a maximum of two years. Design experience may not be substituted for the required supervisory experience.

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