

SUPERINTENDENT OF BUILDINGS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Commissioner of Public Works and Transportation or the Director-Physical Plant located at the Community College, incumbents of this class plan, direct and coordinate building service operations, maintenance, engineering and construction functions and equipment installation for facilities either owned or leased by the County for the Department of Public Works; or for coordinating these functions for all facilities located at the Community College. Considerable leeway is given for independent judgment in directing and coordinating activities across functional lines of authority to ensure that work is effectively carried out by subordinate staff and in conjunction with architects, engineers, contractors, and sub-contractors. Responsibilities also involve coordinating capital and non-recurring capital projects by ensuring that work completed meets contract terms, that projects are on schedule, and that payment to contractors is made in accordance with contract terms. Supervision is exercised over technical and skilled employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the delivery of building service operations and maintenance for the White Plains or Grasslands reservation, Westchester Community College, or for a large group of County owned and leased facilities, to include functions such as: heating, ventilation and air conditioning; electricity; plumbing; carpentry; painting; mechanics, repair; grounds-keeping; general building maintenance, etc., to ensure that work performed is in accordance with trade, PESH and OSHA standards;

Supervises and coordinates all building service functions through subordinate staff, ensuring that the work assigned is carried out effectively, and in accordance with all trade and safety standards; works with other departmental managers as necessary to provide staff coverage throughout locations as needed; provides technical assistance for more complex operational and building service issues;

Ensures that assignments delegated through subordinate supervisors are completed through the review of operational reports; works with subordinate supervisors to ensure that they are effectively supervising employees and delegating assignments appropriately;

Meets regularly with subordinate staff to discuss operational issues and to ensure that building and maintenance operations in assigned areas are effectively managed;

Directs subordinates in the preparation of standard operational and building maintenance reports detailing activities to ensure the effective delivery of services to assigned locations; evaluates reports and takes corrective action as needed;

Prepares the operating budget as well as non-recurring and capital budget requests for assigned area(s), and presents same to the Commissioner or Director-Physical Plant for incorporation to the annual budget; makes recommendations throughout the year with regard to the movement of funds as necessary to cover unanticipated expenses;

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

Monitors expenditures within assigned area(s) to ensure budgetary guidelines established in coordination with the Commissioner or Director-Physical Plant are adhered to; reviews operational reports to keep abreast of all operations within area of assignment and implements cost control measures in coordination with departmental management;

Works with departmental administrators to gather budgetary information throughout the year in order to monitor expenditures; makes recommendations to changes in the maintenance program(s) in response to rising costs and/or unanticipated emergencies or events;

Ensures that contract services (janitorial, elevator, alarm, equipment maintenance, etc.) are delivered effectively and in accordance with contract terms by evaluating operational reports submitted by subordinate supervisors; works with departmental administration in the event that payment should be withheld in order to provide sufficient documentation;

Inspects facilities regularly to ensure work quality; works with subordinates to address problems and to implement corrective action measures;

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

May negotiate service contracts for building service and maintenance operations; ensures that the terms of the contract are enforced and that payment is made upon completion of work and in accordance with departmental guidelines;

May work with landlords regarding the maintenance of leased properties; intercedes on behalf of the County as needed to ensure that building and maintenance operations remain at optimal levels;

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE 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; knowledge of principles, practices and procedures of construction engineering with particular emphasis on the design and utilization of various types of buildings, 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 delegate responsibility and to exercise control; ability to establish and maintain effective working relationships; ability to prepare and present effective reports verbally and in

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.) writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; thoroughness and initiative in seeing a project through to its satisfactory and timely completion; tact; sound professional judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and eight years of supervisory experience in building maintenance and operations, four years of which must have been at an administrative level.

SUBSTITUTION: Satisfactory completion of 30 credits* in Engineering, Engineering Technology, Facilities Management or a closely related field may be substituted on a year for year basis for up to four years of the supervisory experience. There is no substitution for the administrative 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.