

## SUPERINTENDENT OF BUILDINGS

GENERAL STATEMENT OF DUTIES: Directs the maintenance, repair, building service and grounds operations for municipal owned buildings; does related work as required.

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 and building service work and grounds operations for municipal owned buildings. Responsibilities also involve, determining the need for, and arranging and supervising the work done by outside contractors in connection with the maintenance and improvement of municipal owned buildings or properties. General supervision is exercised over various maintenance employees.

### 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.

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; 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 years of experience in the operation and maintenance of buildings and grounds, two years of which shall have involved supervisory experience; or (b) graduation from a regionally accredited or New York State registered college with an Associate's Degree and six years of the experience as defined in (a), including the two years of supervisory experience; or (c) graduation from high school or possession of a high school equivalency diploma and eight years of experience as defined in (a), including the two years of supervisory experience; or (d) a satisfactory equivalent combination of the foregoing training and experience.

Towns, Villages  
Cities of Rye & Peekskill  
J.C.: Competitive  
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Job Class Code: O450