

CLASSIFICATION SPECIFICATION

Superintendent of Facilities and Grounds

FT/PT Class Code: 7045, 7545 Pay Grade: B/C 18 FLSA: Exempt Rev. 07/01/12

SUMMARY STATEMENT: An incumbent is responsible for overseeing the maintenance, repair, construction, and remodeling work done at a large facility or facilities.

NATURE AND SCOPE:

An incumbent in this class typically reports to an administrative supervisor and supervises subordinate maintenance and custodial personnel to ensure the facility is kept in good operating condition and visually attractive. A significant aspect of the position is the need to communicate effectively both orally and in writing with design professionals as well as state and local officials.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Directs skilled technicians and others in comprehensive building maintenance and repair programs, including all aspects of carpentry, electrical, plumbing, heating, building automation systems, assessments and ventilating, air conditioning, and related operations.
2. Directs and coordinates daily custodial and groundskeeping activities. Prioritizes and delegates projects in response to the work order system. Supervises snow removal performed by staff and contractors.
3. Organizes the grounds for special events such as graduations, etc. Monitors the events, overseeing the details, and restores the grounds to their original condition.
4. Evaluates all contracts involving building maintenance and equipment, and monitors work in progress and upon completion.
5. Ensures safe and sanitary conditions are maintained, and that equipment and supplies are available.
6. Checks maintenance and other project records for cost of performance; institutes changes to reduce costs where indicated and conducts Project Estimating.
7. Provides suggestions and work plans in more difficult projects where foremen are unable to solve the problems involved.
8. Inspects buildings and grounds for fire hazards, and assigns repairmen to correct hazards.
9. Advises administrative supervisor of essential major additions, alterations and replacements of mechanical facilities consistent with needed services.

PRINCIPAL ACCOUNTABILITIES, cont'd:

10. Responds to HVAC, electric and plumbing problems during evenings and/or weekends when assigned.
11. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of supervisory principles and practices.
- ◇ Knowledge of all phases of physical plant operation, maintenance, and repair.
- ◇ Knowledge of planning, scheduling, supervision, and physical plant administration.
- ◇ Knowledge of physical plant safety practices.
- ◇ Knowledge of underwriter's codes, safety laws, regulations, and methods of fire prevention and control.
- ◇ Knowledge of recordkeeping and report writing.
- ◇ Ability to plan and administer a large plant operation and maintenance program, and to supervise the work of others.
- ◇ Ability to make detailed plans for repairs, alterations, and small additions to buildings, equipment, and grounds.
- ◇ Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and four (4) years of relevant experience, including supervision, or other equivalent combination of education and experience.