

Jurisdictional Class: Competitive
Adopted: March 17, 1989
Revised: August 3, 2010

SUPERINTENDENT OF BUILDINGS AND GROUNDS I

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the maintenance and grounds operation of a number of school buildings. The incumbent supervises and oversees a staff who performs maintenance and repair work as required. Additionally, the incumbent may independently perform maintenance and repair work requiring advanced skills. Work is performed under the general direction of the Supervising Principal or other member of the administrative staff, with wide leeway permitted for independent planning and laying out work details in accordance with established policies and procedures. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assigns employees to various cleaning and maintenance tasks and establishes schedules of work;
Supervises and performs repairs to plumbing, heating, ventilation, air conditioning, and electrical equipment and building structural components;
Inspects and supervises the firing and maintenance of boilers and related heating system equipment;
Orders and accounts for parts and supplies for custodial and maintenance activities;
Inspects painting, carpentry, plumbing, electrical, and other mechanical maintenance and construction work performed by maintenance employees or private contractors;
Prepares tentative budget estimates for custodial and maintenance activities;
Keep records and prepares reports on custodial and maintenance activities;
Receives and attempts to settle grievances and personal problems of subordinate employees.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Comprehensive knowledge of modern building maintenance and repair practices;
Good knowledge of the principles and practices of planning and supervising the work of others;
Good knowledge of building cleaning practices, procedures, supplies, and equipment;
Good knowledge of operating heating, ventilation, and air conditioning equipment;
Skill as a general mechanic;
Ability to understand and follow oral and written instruction;
Ability to read and interpret plans and drawings;
Mechanical aptitude;
Good hand and eye coordination;
Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time satisfactory experience in either general building construction or building trades work in one or more of the standard trades such as carpentry, plumbing, electrical, or related field; two (2) years of which shall have been in a responsible supervisory capacity.