

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

**SUPERINTENDENT OF BUILDINGS AND GROUNDS II**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for the efficient and economical operation, maintenance, repair, and construction of the physical plant and property of a school district. The incumbent supervises and oversees a large staff of custodial and maintenance personnel. Additionally, the incumbent may independently perform maintenance and repair work requiring advanced skills. Work is performed in accordance with general policies, with wide leeway permitted for independent planning and laying out of 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;  
Makes inspections of property to ascertain repair needs;  
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;  
Estimates materials required for repairs;  
Prepares tentative budget estimates for custodial and maintenance activities;  
Prepares specifications for equipment and repair projects contracted out;  
Keeps records and prepares reports on custodial and maintenance activities;  
Prepares in-depth annual charge back reports accounting for all labor and material expenditures;  
Plans and directs a current and long range program for the operation and maintenance of a school plant.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of modern building maintenance and repair practices;  
Thorough knowledge of building cleaning practices, procedures, supplies, and equipment;  
Good knowledge of the principles and practices of planning and supervising the work of others;  
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.

## Superintendent of Buildings and Grounds II

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Graduation from a regionally accredited or New York State college or university with a Bachelor's Degree with major work in architecture, structural, mechanical, civil, or electrical engineering and three (3) years of experience in building maintenance and operation activities; at least one (1) of which must have been in a supervisory capacity; or
- (b) Seven (7) years of experience in large-scale building maintenance and operation activities; at least three (3) of which must have been in a supervisory capacity; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.