

## SUPERINTENDENT OF BUILDINGS AND GROUNDS

**DISTINGUISHING FEATURES OF THE CLASS:** This position has responsibility for supervising the activities of the Buildings and Grounds Department of a school district. This includes, but is not limited to the following: responsibility for the building cleaning, maintenance and grounds keeping activities of a school district. Work is performed under the general supervision of a school district administrator allowing considerable leeway for the exercise of independent judgment. Immediate supervision is exercised over the work of subordinate personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises and participates in the planning, budgeting and purchasing for the buildings & grounds department;

Supervises and instructs subordinate personnel concerning safety practices in accordance with State and local regulations to ensure compliance;

Assigns and directs employees to various custodial, maintenance and grounds keeping tasks;

Prepares and maintains records and reports concerning departmental activities including, but not limited to, an inventory of supplies and equipment;

Drafts specifications and plans for repairs and alterations to buildings and equipment;

Inspects and supervises the maintenance of boiler, heating systems, plumbing, lighting and ventilation systems;

Inspects work performed by departmental personnel or private contractors;

Assists in contracting with outside firms for supplemental services (i.e.: construction, etc.);

Attends meetings;

May participate in the recruitment, training and evaluation of departmental employees;

May assist in solving discipline problems.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of large scale building and grounds maintenance practices; skill as a general mechanic and ability to inspect the work of building tradesmen; ability to plan and supervise the work of others; ability to maintain records and prepare simple reports; ability to get along well with others; manual dexterity; tact and courtesy; good judgment; resourcefulness; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid experience, or its' part-time equivalent, in building maintenance activities. One year of the above experience must have been in a supervisory capacity.

Note: Two (2) years of college may be substituted as follows: two (2) years of the general building maintenance experience. College cannot be substituted for the supervisory experience.

ULSTER COUNTY  
7000 SUPT B&G  
Classification: Competitive  
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Revised: September 12, 1994