



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title:	SUPERINTENDENT OF BUILDINGS & GROUNDS
Jurisdictional Class:	Unclassified (Approved by NYSCSC 6/20/05)
Civil Division:	County
Adoption: CSM	11/10/04
Revised: CSM	08/10/05

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for planning, organizing, and directing the custodial and maintenance activities of county buildings and grounds. Although certain activities are performed in the office, the Superintendent inspects worksites and various County properties on a routine basis. Work is performed in accordance with general policies and under the general direction and review of the Public Works Legislative Committee. The incumbent formulates custodial and maintenance policy, and has leeway for the use of independent judgment in carrying out the details of the work. Supervision is exercised over custodial, carpentry and maintenance staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, schedules and assigns employees to various cleaning, maintenance, renovation and security tasks and determines work priorities;

Develops and maintains a preventative maintenance schedule for all facilities within county campuses assigned;

Establishes long-term planning for scheduled repairs to buildings and grounds and provides recommendations to the County Legislature through the Public Works Committee;

Responsible for carrying out long-term maintenance schedule after recommendations are approved by the Legislature;

Inspects painting, carpentry, plumbing, electrical and other mechanical maintenance or construction work performed by custodial or maintenance employees or private contractors;

Inspects and supervises the maintenance of boilers and related heating and ventilating system equipment;

Oversees the security of County property;

Inspects buildings, equipment and premises for hazards and violations of safety codes and regulations;

Prepares, submits and monitors departmental budget;

Prepares job specifications and cost estimates for specific custodial or maintenance activities;

Responsible for appointments, transfers, promotions and disciplinary action, etc. for custodial and maintenance personnel under his/her supervision;

Supervises the in-service training of custodial and maintenance employees;

Acts as liaison between County and contractors or municipalities engaged in providing services to County properties;

Responds to inquiries from employees, department heads and the public regarding County buildings and grounds activities;

Maintains records and prepares reports related to operations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of modern buildings and grounds maintenance operations and practices;
Thorough knowledge of safety regulations, procedures and security in the workplace and public buildings;
Thorough knowledge of the operation and maintenance of heating and ventilation equipment;
Thorough knowledge of the practices and techniques of one of the standard trades;
Ability to plan, direct and supervise a program of buildings and grounds maintenance;
Ability to communicate effectively both orally and in writing;
Ability to read and interpret plans, drawings, and blueprints;
Ability to prepare accurate job specifications, and cost and materials estimates;
Ability to detect errors in materials or work;
Ability to maintain records and prepare reports;
Ability to establish and maintain effective working relationships with others;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or NYS two-year college with an associate's degree in Building Technology, Building Trades, Construction Technology, Construction Trades or related field and (3) three years of experience in large scale building and grounds maintenance activities, (2) two years of which shall have been in a supervisory capacity; OR
- (B) Graduation from high school or possession of an equivalency diploma and completion of a technology program at B.O.C.E.S. or other technology school in building trades, building construction, construction technology or related field and (4) four years of experience in large scale building and grounds maintenance activities, (2) two years of which shall have been in a supervisory capacity; OR
- (C) Graduation from high school or possession of an equivalency diploma AND (5) five years of experience in large scale building and grounds maintenance activities; (2) two years of which shall have been in a supervisory capacity; OR
- (D) Any equivalent combination of training and experience as set by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

NOTE: If the position requires the operation of a motor vehicle, then the following special requirement applies:

- Eligibility for an appropriate level NYS Driver's License at the time of application for appointment.
- Possession of the license at time of appointment.