



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

JOB SPECIFICATION

Civil Service Title: **ASSISTANT BUILDING SUPERINTENDENT**
Jurisdictional Class: Competitive
Civil Division: Buildings Department
Adoption: CSM
Revised: CSM 9/10/03

DISTINGUISHING FEATURES OF THE CLASS:

Performs a variety of semi-skilled building repair and maintenance tasks and assists in the supervision of the maintenance and repair of county buildings and equipment; does related work as required. This is semi-skilled work involving responsibility for independently performing a variety of mechanical and other building maintenance tasks. General instructions are received and work is performed under general supervision. This position involves responsibility for supervising the work of a group of Janitors and Cleaners. An employee in this title also acts as Building Superintendent in his absence.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs semi-skilled work in masonry, carpentry, electrical, or painting operations;
Helps to install and repair wiring systems, electric fixtures, and equipment;
Supervises and checks work of subordinates;
Repairs windows, doors, floors, walls, and other parts of building;
Helps to install and repair general plumbing equipment, such as sinks, toilets and baths;
Assists in cleaning and repairing boilers, pumps, heaters, pipe lines, valves and traps;
Mixes plaster and concrete and assists in laying brick, plastering walls, finishing concrete work, etc.;
Operates trucks, automobiles, air compressors, and other motorized equipment;
Takes part in general grounds maintenance activities;
Serves as general handyman performing a variety of semi-skilled duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of modern buildings and grounds maintenance and repair practices;
Good knowledge of the practices and techniques of one or more of the standard trades;
Ability to plan and supervise the work of others;
Mechanical aptitude;
Industry;
Good physical condition;
Dependability
Manual dexterity.

MINIMUM QUALIFICATIONS:

Two (2) years of experience in building construction or maintenance work.