

# **SUPERVISOR OF BUILDINGS AND GROUNDS**

## **Tompkins County**

**Department:** BOCES, LCS, GCS and DCS  
**Classification:** Competitive  
**Approved:** 12  
**Revised:** 3/89; 6/00; 7/07; 1/13  
**By:** HH, Commissioner of Personnel

### **MINIMUM QUALIFICATIONS:**

- (a) Three years (or the equivalent part time and/or volunteer) experience in building cleaning and maintenance work, one year of which must have been in a supervisory position: **OR**
- (b) Three years (or the equivalent part time and/or volunteer) experience in any of the standard mechanical or construction trades, one year of which must have been in a supervisory position: **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

### **SPECIAL REQUIREMENTS:**

1. Appointees will be required to possess a New York State Class D operator's license at the time of appointment.
2. If required to drive a bus, the appointee must obtain a CDL Class B permit within 90 days of appointment and complete all training and obtain a New York State CDL Class B license prior to the end of the one year probationary period. The employee must have the CDL-B license in their possession before they can transport passengers. New federal regulations require that, on or after October 1, 2005, school bus drivers with a NYS commercial driver license (CDL) must have a new "S" (school bus) endorsement. The "S" endorsement will be required to drive specific types of school buses. The license must be kept current and valid for the duration of employment. Applicants must satisfy all of the requirements of Bus Driver as set forth in the rules and regulation of the New York State Commissioner of Education.

**NOTE:** It is the responsibility of the School District or Municipality to ensure that the incumbent meets the special requirements mentioned above.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an important supervisory position involving responsibility for the efficient and economical cleaning and maintenance of a large school building or a number of small buildings. Work may also involve responsibility for supervising the maintenance of school grounds, including lawns, shrubs, trees, walks, and drives. Immediate supervision is exercised over the work of custodians, cleaner, maintenance, and grounds keeping personnel. This job may also involve responsibility for safe transportation of school children on an assigned bus route or on special occasions. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Makes regular inspections of buildings and grounds to maintain proper cleaning and maintenance procedures and makes recommendations for improvements or new equipment;  
Plans, assigns, supervises, and instructs the work of staff assigned such as maintenance, grounds, office staff, custodians and cleaners;  
Inspects and otherwise exercises control over maintenance work performed by outside contractors;  
Checks to insure that buildings are heated, cleaned, locked, unlocked, properly secured, and as needed, input for tracking for all activities;  
Performs the more difficult maintenance and repair work for machinery and equipment;  
Keeps records and makes reports of supplies used and activities carried on;  
Assists with cleaning, grounds work, and maintenance activities when necessary;  
Reports any acts of vandalism or breakage to proper authorities;  
May change oil, refill gasoline tanks, put on chains, replace tires, and performs a variety of similar tasks;

Develops and maintains the buildings and grounds budgets;  
Purchases equipment and supplies for buildings and grounds.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of building, grounds, and cleaning practices, supplies and equipment;  
Good knowledge of the operation and maintenance of heating plant systems;  
Working knowledge of the tools, terminology, and practices of one or more skilled trades;  
Ability to follow moderately difficult oral and written instructions;  
Ability to plan and effectively supervise the work of others;  
Thoroughness;  
Resourcefulness;  
Dependability;  
Good judgment;  
Good knowledge of record keeping, ordering, inventory, and budgeting;  
The employee's physical condition shall be commensurate with the demands of the position.

Originally created 12/01/1973

S71.doc