

Buildings and Grounds Superintendent Tompkins County

Department: Various School Districts
Classification: Competitive
Approved: 0
Revised: 2/05; 8/12
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered two-year college with an Associates Degree in Engineering Technology or related field **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in a supervisory capacity over custodial and maintenance personnel; **OR**
- (b) Four years of building maintenance experience of which two years shall have been full-time paid experience in a supervisory capacity over custodial and maintenance personnel; **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.

DISTINGUISHING FEATURES OF THE CLASS:

This is a working supervisor and coordination position with responsibility for the cleaning and maintenance of all the school buildings and grounds for school districts. The position supervises all maintenance, custodial, and grounds employees and oversees the operation of the Maintenance, Custodial, and Grounds departments. General supervision is received from the Business Executive with wide leeway for the use of independent judgment in carrying out the technical phases of the work. The incumbent will perform all related duties as assigned.

TYPICAL WORK ACTIVITIES:

Schedules and assigns cleaning, maintenance, and grounds tasks to staff;
Supervises or performs repairs to plumbing, heating and ventilating, electrical equipment, furniture, door and windows, hardware and varied mechanical equipment and machinery;
Supervises or performs grounds, painting, carpentry, plumbing, electrical and other maintenance and construction work;
Plans and directs a current, a long-range, and a preventive maintenance plan for the operation and maintenance of a school plant and grounds;
Inspects work completed by either district staff or outside contractors;
Estimates required materials for work repairs;
Orders supplies for maintenance and repair work;
Prepares preliminary plans, specifications and cost estimates of assigned repair and alteration projects;
Keeps records and prepares reports on building and grounds maintenance;
Prepares maintenance and operation budget estimations and justification;
Identifies and reports to superior on mechanical and structural deficiencies and the need for repair or replacement;
Meets with school district administration to discuss maintenance, repair and new construction needs;
May be required to provide oversight of the transportation department;
May be required to develop transportation plans;
Receives and acts on citizen complaints regarding school property;
Responds to emergencies and organizes staff to cope with indicated needs.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern large scale buildings and grounds operation, maintenance and repair practices;
Good knowledge of the operation and maintenance of heating and ventilating equipment;
Good knowledge of the tools, terminology and practices of one or more of the mechanical or building trades;
Ability to inspect the work of building tradesmen;
Ability to understand and follow oral and written directions;

Ability to plan and supervise the work of others;
Mechanical aptitude, manual dexterity, and good physical condition are all required personal characteristics.

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