

DEPARTMENT: SCHOOL DISTRICTS
CLASSIFICATION: COMPETITIVE
APPROVED: NOVEMBER 27, 2017

SUPERINTENDENT OF SCHOOL BUILDINGS AND GROUNDS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing and overseeing the operation, maintenance, repair, and cleaning of all buildings, grounds and facilities of a school district. The incumbent is responsible for supervising lower-level employees and for working alongside lower-level employees in carrying out and overseeing work details. The incumbent performs manual labor and operates equipment related to the work. The work is performed according to established policies and procedures and in accordance with applicable State, local, and federal laws, rules and regulations which apply to school district facility operations and maintenance. The work may occur indoors or outdoors, possibly under adverse working conditions. The incumbent reports to a school business administrator or district superintendent. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, directs, supervises, and trains assigned staff in the safe and efficient maintenance and operation of school system buildings, equipment, grounds, lawns, roads, parking lots, and athletic fields;
2. Develops, schedules, and manages a preventive maintenance program designed to retain buildings, grounds, and equipment in safe operating condition;
3. Performs daily preventive maintenance and makes repairs to buildings, grounds, facilities, and equipment by performing trades work such as electrical, carpentry, masonry, plumbing, and HVAC;
4. Confers with school administrators on maintenance, repair, and operational needs and in the planning of new construction and major repair work;
5. Inspects buildings, grounds, and equipment periodically, including heating plants and special hazard equipment, to determine maintenance needs;
6. Identifies, troubleshoots, and reports mechanical and structural deficiencies and the need for repair or replacement to superior;
7. Inspects painting, carpentry, plumbing, electrical and other mechanical maintenance and construction work performed by employees;
8. Inspects and prepares reports on the work of outside contractors and recommends acceptance or rejection;
9. Investigates and reports on damage to buildings with recommendations for prevention, repair, or replacement;
10. Prepares specifications, plans, and cost estimates for repair and alteration projects;
11. Maintains records of time and material expended, supplies inventory, and projections of workload;
12. Uses a variety of tools and operates a variety of motor and other equipment related to building and grounds maintenance and repair including snow blowers, lawn mowers, tractors, plow trucks, pick-up trucks, hedge trimmers, chainsaws, drills, reciprocating saws, screwdrivers, wrenches, pliers, hammers and plungers;
13. Collaborates with business office staff regarding budgeting and the purchasing of materials, supplies, contracted services, equipment, etc.;
14. Attends school board and other committee meetings;
15. May collaborate with architects and engineers on assigned projects;
16. May prepare budget estimates on all items pertaining to plant operation and maintenance;
17. May coordinate the testing and maintenance of security, fire and communication systems.

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SUPERINTENDENT OF SCHOOL BUILDINGS AND GROUNDS CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern buildings and grounds maintenance and repair practices and procedures; good knowledge of safety precautions and practices associated with modern buildings and grounds maintenance and repair work; good knowledge of the practices and techniques of one or more of the skilled trades* (defined in minimum qualifications below); good knowledge of the principals and practices of supervision; ability to plan and schedule work, including determining staff, equipment, and supplies needed; ability to train and supervise subordinates; ability to create, organize and maintain accurate records and files; ability to effectively, efficiently and safely use tools and operate equipment related to building and grounds maintenance and repair; ability to visually inspect the work of building tradespersons and contractors; ability to monitor budgets to ensure expenditures are within authorized budgetary limits; ability to understand and follow written and verbal instructions; mechanical aptitude; willingness to work under adverse weather conditions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology and two (2) years of experience in school facilities maintenance, general building construction, building maintenance or repair work in more than one of the skilled trades*, which included one (1) year of supervisory experience; **OR**
2. Four (4) years of experience in school facilities maintenance, general building construction, building maintenance or repair work in more than one of the skilled trades*, which included one (1) year of supervisory experience; **OR**
3. Thirty (30) credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and three (3) years of experience in general building construction, building maintenance or repair work in more than one of the skilled trades*, which included one (1) year of supervisory experience;

** Skilled trades include journey level experience as a carpenter, electrician, mason, plumber, and/or heating, ventilating and air conditioning installers.

Non-Qualifying Experience: Experience limited to building cleaning is not qualifying. Building cleaning is defined as activities primarily involving a variety of inside and outside building cleaning activities including, but not limited to, washing walls and windows, polishing floors, cleaning restrooms, disposing of refuse.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license and certificates appropriate to the vehicles, equipment and/or machinery operated at time of appointment or during the course of employment consistent with the needs of the School District.

NOTE: Verifiable part-time experience may be prorated toward meeting full-time experience requirements.