

ASSISTANT BUILDINGS SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: Responsible with overseeing the efficient and economical operation and maintenance of a large building, grounds and equipment. Work is performed under the general supervision of a Department Head or higher level staff person. Because of the extensive nature of the program, the incumbent is given considerable leeway in planning and directing work programs that are his/her responsibility. Supervision is exercised over a number of heating plant and maintenance and/or cleaning personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in the supervision and inspection of maintenance repair and the operation of buildings and grounds;
Helps to supervise the operation and maintenance of the heating plant and related equipment;
Under supervision, oversees the maintenance of varied services such as heat, light, gas, water supply and refuse disposal;
Helps to assign and reassign operation and maintenance personnel to specific jobs;
Reports on the necessity for, and supervises, repair work on buildings and equipment;
Assists in directing the care and maintenance of lawns, walks, shrubs, trees and grounds;
Participates in the planning, scheduling and determining priority of repairs, requisitions, equipment and supplies and independently make purchases on open market;
Estimates the cost of labor, maintenance and repair projects;
Helps to prepare annual operating budget;
Performs a variety of related duties in connection with responsibilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern large-scale buildings and grounds operations and maintenance practices; good knowledge of the tools, terminology and practices of one or more of the mechanical or construction trades; good knowledge of practices, tools and equipment used in the maintenance and repair of buildings; ability to supervise the work of others; ability to read blueprints; mechanical aptitude; good judgement.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma, **AND** three (3) years of responsible supervisory experience in large-scale building maintenance work; one (1) year of which must have included responsibility for an industrial steam generation plant and steam distribution system; **OR**
- (B) Five (5) years of experience as described in (A) above.