

Civil Division: Oneida County Government, BOCES  
Jurisdictional Class: Competitive  
EEO Category: Officials/Administrators  
Revised: 12/21/05

## **ASSISTANT SUPERINTENDENT OF BUILDINGS AND GROUNDS**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for overseeing the efficient and economical operation and maintenance of buildings, grounds and equipment. An incumbent in this position assists with the planning, organizing, and directing of custodial and maintenance activities of buildings and grounds. Considerable leeway is given to the incumbent in planning and directing work programs. Work is performed in accordance with general policies and under the general supervision of a Department Head or higher level staff person. Supervision is exercised over custodial and maintenance staff. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Assists with planning, scheduling and assigning employees to various cleaning, maintenance, renovation and security tasks;  
Assists with inspecting painting, carpentry, plumbing, electrical and other mechanical maintenance and construction work performed by private contractors or custodial or maintenance employees;  
Assists with inspecting and supervising the maintenance of boilers and related heating and ventilating system equipment;  
Assists with overseeing the security of physical property;  
Assists with inspecting buildings, equipment and premises for hazards and violations of safety codes and regulations;  
Assists with preparing specifications and plans for repairs and alterations to buildings and equipment;  
Assists with reading and interpreting blueprints;  
Assists with acting as liaison between contractors or municipalities engaged in providing services to properties;  
Assists with responding to inquiries from employees, department heads and the public regarding buildings and grounds activities;  
Assists with maintaining records and preparing reports;  
May assist with the planning, scheduling and determining the priority of repairs, requisitions, equipment and supplies and makes independent purchases on the open market.

**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 plan, assign and supervise the work of others; ability to read blueprints; mechanical aptitude; good judgment.

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### **MINIMUM QUALIFICATIONS:** Either:

- (A)** Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in construction or engineering technology or a closely related field **AND** one (1) year of supervisory experience\* in large-scale building maintenance work; **OR**
- (B)** Graduation from high school or possession of a high school equivalency diploma, **AND** three (3) years experience in building maintenance, building construction, or any of the building trades; one (1) year of which must have been supervisory experience \*.

**\*NOTE:** For Oneida County Government – Supervisory experience must include supervision of the operation and maintenance of the heating, ventilating, and air conditioning (HVAC) systems.

Title changed from “Assistant Buildings Superintendent”: 12/21/05

Adopted: 1990's  
Revised: 10/01/96, 11/01/96, 04/16/01, 12/21/05