

Jurisdictional Class: Competitive
EEO Category: Officials/Administrators
Revised: 01/09/2023

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) Possession of Associate’s Degree in construction, engineering technology, or a closely related field **AND** four (4) years of experience in building construction or one of the standard trades, one (1) year of which shall have been in a supervisory capacity*; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of experience in building construction or one of the standard trades, one (1) year of which shall have been in a supervisory capacity*.

*For Oneida County Government only, supervisory experience must include supervision of the operation and maintenance of heating, ventilating, and air conditioning (HVAC) systems.

NOTE: Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted: 1990’s

Revised: 10/01/1996, 11/01/1996, 04/16/2001, 10/24/2005, 12/21/2005, 05/29/2018, 01/09/2023

Title changed from “Assistant Buildings Superintendent”: 12/21/2005