

## **SUPERVISOR OF BUILDINGS AND GROUNDS**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative and managerial position involving responsibility for the supervision of school district buildings and grounds as well as custodial and maintenance activities to keep the facilities up to acceptable standards of cleanliness and operation. The work is performed under the general direction of the Deputy Superintendent of Schools with considerable leeway for the use of independent judgment in planning and carrying out details of the work. This position is distinguished from Assistant Supervisor of Buildings and Grounds because of a greater participation in planning, policy making and budget regarding plant operation and maintenance. Supervision is exercised over the work of custodial and maintenance personnel in the school system by inspection, observation and review of reports.

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

- Assigns cleaning and maintenance employees to school buildings and establishes schedules and priorities of work;
- Inspects and approves painting, carpentry, plumbing, electrical and other mechanical maintenance and construction work performed by custodial employees or private contractors;
- Monitors fire district security alarm and sprinkler system tests;
- Inspects and supervises the maintenance of district boilers, heating and ventilating equipment;
- Prepares tentative budget estimates for district custodial and maintenance activities;
- Oversees and directs maintenance and upkeep of school grounds;
- Plans and directs a current and long-range program for the operation and maintenance of the school plant;
- Recommends appointments, transfers, promotions and disciplinary action for custodial employees;
- Monitors fuel usage and re-orders as needed;
- Orders and accounts for parts and supplies for district custodial and maintenance activities;
- Confers with school administrators on maintenance, repair and operational needs;
- Receives and attempts to settle grievances and personnel problems of subordinate employees;
- Keeps records and prepares reports on buildings and grounds maintenance;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Comprehensive knowledge of modern large-scale buildings and grounds cleaning, operation and maintenance practices and procedures;
- Thorough knowledge of the operation and maintenance of heating and ventilating equipment;
- Thorough knowledge of the tools, terminology and practices of one or more of the mechanical or building trades;
- Ability to inspect the work of custodial employees and building contractors;
- Ability to read and interpret plans, blueprints and specifications;
- Ability to plan and supervise building and grounds maintenance activities on a large scale;
- Ability to understand, inspect and remedy defects in the maintenance and operation of buildings and equipment;
- Ability to prepare complex records and reports; mechanical aptitude;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree (or higher) in Engineering, Architecture or an applicable field and two (2) years experience in the areas of architectural/engineering consulting or physical plant facility supervision; **OR**
- B) An Associate's Degree in engineering technology or an applicable field and four (4) years of experience in the areas of architectural/engineering consulting of physical plant facility supervision; **OR**
- C) Graduation from high school or possession of a high school equivalency diploma and six (6) years experience in the areas of architectural/engineering consulting or physical plant facility supervision; **OR**
- D) An equivalent combination of training and experience.

**PROMOTIONAL ONLY:**

Candidates must be current employees of the Albany City School District with one (1) year of experience as Assistant Supervisor of Buildings and Grounds or two (2) years as a Supervising Custodian or four (4) years as a Head Custodian.

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