

SUPERINTENDENT OF BUILDINGS AND GROUNDS

GENERAL STATEMENT OF DUTIES: Has responsible charge of buildings and grounds operation, cleaning, and maintenance activities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position involves the supervision of the custodial and maintenance activities of the school district. Greater managerial ability is required for this position than for positions in the Head Custodian class due to the scope of the duties performed and the size of the staff supervised. Work is performed in accordance with general policy outlined by the Supervising Principal or Board of Education allowing wide leeway for exercise of independent judgment. Immediate supervision is exercised over custodial and maintenance personnel.

EXAMPLES OF WORK: (Illustrative only)

- Assigns employees to various cleaning and maintenance tasks and establishes schedules of work;
- Inspects painting, carpentry, plumbing, electrical and other mechanical maintenance and construction work performed by custodial or maintenance employees or private contractors;
- Inspects and supervises the maintenance of boilers and related heating system equipment;
- Prepares tentative budget estimates for custodial and maintenance activities;
- Oversees the maintenance and upkeep of the school grounds;
- Keeps records and prepares reports on buildings and grounds maintenance;
- Orders and accounts for parts and supplies for custodial and maintenance activities;
- Receives and attempts to settle grievances and personnel problems of subordinate employees;
- May supervise activities of the transportation section.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Comprehensive knowledge of building maintenance practices; skill as a general mechanic and ability to inspect the work of building tradesmen; ability to plan and supervise the work of a number of custodians, tradesmen and other building maintenance employees; mechanical aptitude; initiative; dependability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING:

Four years of satisfactory experience in building maintenance activities and graduation from high school; or any equivalent combination of training and experience.

SPECIAL NOTES: In the *Dolgeville Central School District* the Superintendent of Buildings and Grounds has the added duties of: assisting in personnel issues including hiring, handling disputes, and/or disciplinary action; assisting the administrative team during contract negotiations with non-instructional personnel.