

DEPARTMENT: NORTH TONAWANDA CITY SCHOOL DISTRICT
CLASSIFICATION: COMPETITIVE
APPROVED: FEBRUARY 5, 2009

ASSISTANT SUPERINTENDENT OF BUILDINGS AND GROUNDS (NT SCHOOLS)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning and overseeing the cleaning, repair and maintenance of buildings, grounds, and equipment. An employee in this class supervises and may participate in work that is of a general mechanical nature that may include masonry, carpentry, painting, plumbing, heating or electrical maintenance and repair. Incumbents assist in the inspection of schools with regard to methods, materials, equipment and schedules. The work is performed under the general supervision of the Superintendent of Buildings and Grounds allowing for the exercise of independent judgment in scheduling work projects and assigning subordinates. Direct supervision is exercised over the work of subordinate maintenance and custodial personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

1. Under the direction of the Superintendent of Buildings and Grounds, assigns custodial, maintenance and grounds subordinate personnel to various cleaning, maintenance and repair tasks and schedules the work for the District's grounds crew;
2. Inspects cleaning, painting, carpentry, plumbing, electrical and other mechanical maintenance and construction work performed by private contractors, custodial, maintenance or grounds employees;
3. Assists in the planning and scheduling of preventive maintenance and the drafting of specifications and plans for repairs and alterations to buildings and equipment;
4. Conducts periodic inspections of the condition of all school buildings and equipment to review adherence to cleaning, repair and maintenance programs, to ascertain maintenance needs and the labor costs associated with them;
5. Supervises and participates in the maintenance and repair of boilers and heating systems;
6. Prepares tentative budget estimates for the cost of maintenance and repair projects;
7. Collaborates with the Purchasing Department and Superintendent of Buildings and Grounds to prepare specifications and contracts to requisition equipment and supplies according to prescribed policies and procedures;
8. Coordinates and schedules training programs for custodial, maintenance and grounds employees as mandated by law;
9. Maintains appropriate computerized records on custodial and maintenance operations including contractors' and vendors' costs and performance, work order information, energy-use and management information, computerized accounts and time records;
10. Generates periodic reports in order to analyze the efficiency of the cleaning, custodial and maintenance operations;
11. Assists in budget preparation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of large-scale buildings and grounds maintenance; good knowledge of the common practices, tools, terminology and accident precautions of all building trades; good knowledge of HVAC system maintenance; skill as a general mechanic; ability to plan and supervise the work of others; ability to inspect the work of building tradesman, grounds and custodial staff; ability to understand and carry out oral and written directions; mechanical aptitude; dependability; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma **AND**

Five (5) years of full-time paid experience in large-scale commercial building maintenance or trade work such as carpentry, plumbing, masonry, or electrical work, one (1) year of which must have been in a supervisory capacity over a minimum of five (5) full-time subordinates engaged in similar work.

NOTE: Building maintenance experience is defined as involving preventative maintenance and actual repair of buildings and related equipment. Building cleaning experience will not be accepted. Large scale is defined as a building or buildings of 20,000 square feet or more.