

SUPERVISOR OF BUILDINGS AND GROUNDS

DISTINGUISHING FEATURES OF THE CLASS: Work involves overseeing performance of a variety of tasks in the cleaning and maintenance of buildings and grounds, along with participating in the work. Responsibilities include supervision of school facilities after school hours and on weekends. Work is performed under general direction of a school administrator or School Superintendent. Supervision may be exercised over a small number of subordinate staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
Inspects buildings, grounds and equipment for cleanliness and safety;
Schedules and assigns cleaning and maintenance work;
Develops and monitors systems for the efficient and effective care and maintenance of physical plant components, including heating and ventilating systems, sanitation, plumbing electrical equipment, floors, walls, ceilings, alarm systems, phones, vehicles, etc.;
Supervises and performs the removal of snow and ice and the sanding of icy sidewalks;
Drives district vehicles for various purposes, including and plowing;
Supervises and performs the interior and exterior painting;
Supervises and performs performing minor electrical repairs;
Supervises and performs the installation and repair of a wide variety of plumbing equipment and systems;
Orders and receives maintenance and grounds supplies;
Supervises and performs the layout of sporting fields;
Supervises and performs the maintenance of sports fields; sodding, dressing, rototilling, etc.
Supervises and performs the cleaning of ditches, basins and culverts;
Supervises and performs the construction and maintenance of parking lots and walkways;
Supervises and performs tree removal, trimming and brush cutting activities;
May transport students by bus or car;
Performs and variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of general maintenance, groundskeeping and equipment repair practices; good knowledge of the operation of heating and ventilation systems; good knowledge of materials, practices, tools, terminology and safety precautions required for the maintenance of buildings and building equipment; working knowledge of electrical and plumbing maintenance and minor repair; ability to plan and direct the work of others; ability to train and supervise subordinates; ability to oversee multiple ongoing projects; ability to read building plans and specifications; ability to monitor budgets to ensure expenditures are within authorized budgetary limits; ability to understand and carry out oral and written directions; good judgment; mechanical aptitude.

MINIMUM QUALIFICATIONS:

- a) Associates degree or higher in facilities management, engineering, engineering technology, building construction technology or a related field and two (2) years of experience in either general building construction or maintenance work in one or more of the standard trades, such as carpentry, plumbing, or electrical, one (1) year of which shall have been in a supervisory capacity; or
- b) Graduation from high school or possession of a comparable diploma and four (4) years of experience in either general building construction or maintenance work in one or more of the standard trades, such as carpentry, plumbing, or electrical, one (1) year of which shall have been in a supervisory capacity; or
- c) Six (6) years of experience in either general building construction or maintenance work in one or more of the standard trades, such as carpentry, plumbing, or electrical, one (1) year of which shall have been in a supervisory capacity; or
- d) An equivalent combination of training and experience as indicated in a), b) and c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.

SPECIAL REQUIREMENTS FOR APPOINTMENT IN SCHOOL DISTRICTS:

1. In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.
2. In accordance with the requirements of civil service law §17 as amended by Chapter 403 of the Laws of 2011, when used in a school district, the Supervisor of Buildings and Grounds job classification has been deemed equivalent to New York State Director of Facilities I. A New York State Director of Facilities I eligible list must be certified to fill any vacancy in this job classification. Residency preference is prohibited by the above-referenced legislation from being used when certifying an eligible list for Director of Facilities I.
3. Appointment to some positions in this title may require successful completion of an asbestos handler and supervisor course within a reasonable period following appointment.