THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title Administrative Superintendent of Building and Grounds

Title Codes 04975 Annual
04975 (H) Hourly

This is a classified managerial, competitive title.

FLSA Status Exempt

Date Issued R August 26, 2013

General Duties and Responsibilities

This is a management class of positions, with several assignment levels:

Under general direction, with wide latitude for the use of independent judgment and
initiative, serves as a principal assistant to a higher level Administrative Superintendent of
Campus Buildings and Grounds or other college executive in one or more areas, such as
the cleaning, operation, maintenance, repair and improvements of the physical plant and
grounds of a community or senior college. Assists a higher level administrator in the
assignment and supervision of staff to ensure the safe and effective operation and
maintenance of the plant, mechanical equipment and grounds. Directs buildings and
grounds staff in all repair, maintenance, and improvements involving major and minor
alterations. Evaluates repair and service requests and makes inspections to determine
the need for actual and preventive maintenance.

- Provides for safe extermination.
- Writes job orders.
- Makes assignments and reviews finished work, time spent, and material used.
- Oversees operation and repair of vehicle and marina fleet.
- Assists in preparing specifications for alterations and repair to complex electrical, plumbing, heating, ventilating, and air-conditioning systems.
- Assists a higher level administrator in making surveys for cost estimates, and
checks contractual work in progress for conformance with specifications and blue-
prints.
- Requisitions and distributes, and inspects materials, tools, and equipment needed
for repairs and maintenance.
- Directs the staff during any assigned tour of duty.
- Makes necessary adjustments and deals with emergencies as they occur.
- In the absence of a higher level official assumes the responsibility of that official
or performs assignments equivalent to those described herein.

Under administrative direction of the Chief Administrative Superintendent of Campus
Buildings and Grounds or other college executives, with wide latitude for the use of
independent judgment and initiative, is responsible for the cleaning, operation,
maintenance, repair and improvement of the physical plant and grounds of a community or senior college. Plans for the directs and rehabilitation, improvement, and repair work involving alterations to buildings and grounds, such as painting, electrical work, heating, ventilating, and air conditioning plant repairs, plumbing, masonry work, carpentry, gardening, and horticulture work or prepares bid specification for the performance of such work by contractors.

- Is responsible for guaranteeing adherence to bid specifications and approving payments.
- Cooperates with appropriate college and university engineering, architectural and design staff on college projects under their jurisdiction.
- Directs buildings and grounds staff to promote the safe and effective operation and maintenance of plant, mechanical equipment and grounds.
- Contracts for maintenance services agreements.
- Ensures that waste is properly sorted for recycling or disposal and disposed in the proper manner.
- Coordinates proper storage of toxic and flammable materials- allots proper space and containers if necessary.
- Is responsible for the proper removal of toxic waste.
- Prepares the annual budget for the operation and maintenance of the college buildings and grounds under his/her control.
- Responsible for adherence to City and State regulations concerning physical conditions of buildings and grounds.
- Establishes work standards and procedures.
- Is responsible for the assignment and training of staff.
- Performs assignments equivalent to those described herein including those of a lower assignment level.
- In the absence of Chief Administrative Superintendent of Campus Buildings and Grounds assumes his/her responsibilities.

Qualification Requirements

1. A Baccalaureate degree in related field of study from an accredited college and four years of related experience of which two years must be progressive full-time managerial/administrative experience in the management and/or operation and maintenance of buildings and grounds such as large hotels, educational complexes, large office buildings, or large building complexes large gardens or parks; OR

2. A valid New York State Registration as an architect and 3 years of related experience of which 1 year must be full-time managerial/administrative experience as described in "1" above; OR

3. A valid New York State professional engineers license and 3 years of related experience of which 1 year must be full-time managerial/administrative experience as described in "1" above; OR

4. A valid New York City High Pressure Boiler Operating Engineers license, a four year high school diploma or its equivalent, and six years of related experience of which four years must be progressive full-time managerial/administrative experience as described in "1" above; OR
5. A four year high school diploma or its equivalent and 8 years of related experience of which 4 years must be progressive full-time managerial/administrative experience as described in "1" above; OR

6. A combination of education and/or experience equivalent to "1", "2", "3", "4" and "5" above. In addition an advance degree in a managerial field from an accredited college may be substituted for an additional year of managerial/administrative experience. However, all candidates must possess a high school diploma or its equivalent, and three years of related experience of which one year must be managerial/administrative as described in "1" above.

**Direct Lines of Promotion**

FROM: None  TO: Chief Administrative Superintendent of Building and Grounds (04984)