THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title
Administrative Superintendent of Building and Grounds

Title Code
04975 (Competitive)

FLSA Status
Exempt

Date Issued
R July 20, 2000

General Duties and Responsibilities

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

Under general direction, with the widest 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 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 blueprints.
- 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 panting, 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.

- 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—allocates proper space and containers if necessary.
- 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.
- 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 a 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 Master’s degree in a related managerial field of study from an accredited college and 3 years of related experience of which one year must be full-time managerial/administrative experience as described in "1" above; OR

3. An Associate’s degree in a related field of study from an accredited college and 6 years of related experience of which two years must be full-time managerial/administrative experience as described in "1" above; OR

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

5. A valid New York State professional engineer’s license and 3 years of related experience of which one year must be full-time managerial/administrative experience as described in "1" above; OR
6. A valid New York City High Pressure Boiler Operating Engineer’s 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

7. A four year high school diploma or its equivalent and eight years of related experience of which four years must be progressive full-time managerial/administrative experience as described in “1” above.

**Direct Lines of Promotion**

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