

Class Code: 4230
Revised: 11/25/15
Reviewed: 1/25/17

BUILDING SUPERINTENDENT

NATURE AND PURPOSE OF WORK

Position is responsible, through a small staff, for cleaning, repair and minor construction projects in a public building or functionally related group of buildings. Depending on area of assignment, incumbent reports to the Facilities Supervisor, Maintenance Supervisor, or Facilities Manager and has supervisory responsibility for a small number of janitorial and/or repair workers.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Performs daily inspection of building(s), grounds, and equipment, notes need for repairs or maintenance and independently performs, supervises or coordinates work. Monitors and coordinates contract services performing larger maintenance, repair or construction projects, as assigned by management.

Supervises and participates in scheduled floor/carpet/window cleaning, vacuuming, shampooing, stripping and waxing as well as replacing ballasts, light bulbs, switches, and/or receptacles.

Supervises and participates in replacing bathroom fixtures, leaking packing, faucet seats, traps and coupling as well as installing or replacing pipe, valves, traps and flapper valve assemblies.

Supervises and participates in lawn and grounds maintenance, mowing, planting, leaf removal, as well as tree, shrub, lawn trimming if applicable to location. Performs furniture/minor carpentry construction and renovation projects such as shelves, computer tables, reupholster, painting and related tasks.

Monitors heating, ventilation and air conditioning (HVAC) systems daily; replaces air filters, fan belts and maintains maintenance records and coordinates contracted maintenance/repair. Keeps records needed for annual budget preparation; assists and may prepare section's budget submittal. Orders materials, ensures maintenance of equipment used in lawn and building maintenance.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of methods and materials used in floor, carpet, window, equipment and related maintenance as applicable.

Knowledge of methods and materials used in lawn, shrub, tree and grounds maintenance as applicable.

Ability to perform sub-journey level troubleshooting and repair of building plumbing fixtures.

Ability to perform sub-journey level troubleshooting and repair of building lighting fixtures, switches, outlets and low current/voltage circuit protection.

Ability to perform sub-journey level wood working, painting and upholstery.

Ability to form and maintain effective and productive working relationships with public, employees, management, elected officials and contract service representatives.

Ability to use standard office equipment, such as a personal computer.

DESIRABLE TRAINING AND EXPERIENCE

Completion of High School with industrial technology training, and substantial experience in maintenance of sizable buildings.