

## **BUILDING AND GROUNDS MAINTENANCE SUPERINTENDENT**

### **General Definition of Work:**

*FLSA Status: Exempt*

Performs difficult skilled and responsible administrative work in the repair and maintenance of buildings and plumbing and/or electrical installations; does related work as required. Work is performed under general supervision. Supervision is exercised over division personnel.

### **Essential Functions/Typical Tasks:**

**Scheduling, supervising and participating in building maintenance projects; maintaining records; preparing reports.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Schedules and supervises crew in performing building and grounds maintenance services; enforces safety regulations; ensures work complies with standards.
- Administers a variety of building repair and maintenance contracts for electric, HVAC, plumbing, mowing and other services.
- Estimates costs and prepares bid specifications; orders necessary materials and supplies; maintains time records.
- Plans and designs parks and recreation projects; schedules projects and works with contractors.
- Runs new electrical circuits; installs fuses, transformers, ballasts, light switches, receptacles and fixtures; maintains sidewalks, waterfront and parking lot lights.
- Maintains, repairs and cleans various components of the HVAC system.
- Coordinates and oversees roof repair contractual services.
- Repairs and replaces sinks, commodes, urinals, showers, faucets and related plumbing fixtures.
- Operates trucks and a variety of small tools and equipment associated with activities.
- Assists in the preparation of the division budget and monitors expenditures.
- Assists in the recruitment and selection activities; makes recommendations regarding hiring, disciplining and discharging division personnel.
- Supervises and schedules the work of division personnel and evaluates employee performance.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

Thorough knowledge of plumbing, electrical and/or carpentry trades; thorough knowledge of building maintenance techniques and of the safety hazards of the work; ability to operate a variety of equipment safely and efficiently; ability to plan and supervise the work of crews; autocad design experience, ability to establish and maintain effective working relationships with associates, contractors and the general public.

### **Education and Experience:**

Any combination of education and experience equivalent to graduation from high school and extensive experience in the building trades, site grading and engineering, including considerable supervisory experience.

### **Physical Requirements:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

### **Special Requirements:**

Possession of an appropriate driver's license valid in the State of North Carolina.

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