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

FLSA Status  Exempt

Date Issued  August 26, 2013 (Last Revision)
Date Revised  May 02, 2016

General Duties and Responsibilities

This is a classified managerial position with four (4) assignment levels. Levels are based upon size of staff and campus:

Under general direction, with wide latitude for the use of independent judgment and initiative, oversees and is responsible for areas such as: cleaning, operating, maintaining, repairing and making improvements to the physical plant and grounds of a campus; the safe and effective operation and maintenance of the campus facilities; reviewing of repair/service requests and making inspections; establishing preventive maintenance plans and standards; the implementation of campus sustainability and energy saving measures; and dealing with outside vendors, contractors, federal, state, local and other entities.

- Assists in, or in the absence his/her supervisor, performs higher level administrative assignments and supervision of staff to ensure the safe and effective operation and maintenance of the plant, mechanical equipment and grounds.
- Serves as a principal assistant to a higher level 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.
- Prepares the annual budget for the operation and maintenance of the college buildings and grounds under his/her control.
- Directs buildings and grounds staff in all repair, maintenance, and improvements involving major and minor alterations; directs staff in operation of plant, mechanical equipment and grounds.
- Trains staff in proper procedures involving equipment operation and safety procedures.
- Establishes work standards and procedures.
- Evaluates repair and service requests and makes inspections to determine the need for actual and preventive maintenance.
- Oversees operation and repair of vehicle fleet.
- Plans for the direction the 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.
- Requisitions, distributes and inspects materials, tools and equipment needed for repairs and maintenance.
- Reviews finished work, time spent, and material used for assigned projects.
- Ensures that waste is properly sorted for recycling or disposal and disposed in the proper manner.
- Is responsible for the proper removal of toxic waste under Environmental Health & Safety Office guidelines.
- Coordinates proper storage of toxic and flammable materials- allots proper space and containers if necessary.
- Assists in making surveys for cost estimates, and checks contractual work in progress for conformance with specifications and blue-prints.
- Contracts for maintenance services agreements and ensures adherence to bid specifications; approves
• Is responsible for guaranteeing adherence to bid specifications and approving payments.
• Prepares bid specification for the performance work by contractors for the rehabilitation, improvement, and repair of buildings and grounds, including areas such as painting, electrical work, heating, ventilating, and air conditioning plant repairs, plumbing, masonry work, carpentry, gardening, and horticulture work.
• Develops and oversees preventive maintenance plans and standards.
• Plans for and directs the 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 specifications for the performance of such work by contractors.
• Guides and oversees the implementation of campus sustainability and energy saving measures.
• Acts as a college representative with outside vendors, contractors, federal, state, local and other entities.

**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 dealing with a large staff, in the management and/or operation and maintenance of buildings and grounds such as large hotels, educational complexes, large office buildings, large building or hospital 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 GED and 8 years of related experience of which 4 years must be progressive full-time managerial/administrative experience as described in “1” above; OR

**NOTE:** An advanced degree in a managerial field from an accredited college may be substituted for an additional year of managerial/administrative experience.

**Direct Lines of Promotion**

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