THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

**Title**  Chief Administrative Superintendent of Building and Grounds

**Title Code**  04984 (Competitive)

**FLSA Status**  Exempt

**Date Issued**  July 20, 2000 R

**General Duties and Responsibilities**

This is a management class of positions. Incumbent performs related work.

Under executive direction, with the widest latitude for the exercise of independent judgment and action, serves as the chief in charge of Campus buildings and grounds.

- Is responsible for promoting and enhancing efficient and safe management, operation and maintenance of all campus buildings and grounds under his/her control.
- Serves as advisor to the senior executives of the college.
- Directs the work of one or more Administrative Superintendents of Campus Buildings and Grounds.
- Coordinates strategic, emergency or short range planning activities for safe operation of buildings and grounds.
- Is responsible for adherence to City, State, and Federal codes and regulations including the handling and removal of toxic materials from the campus buildings and grounds.
- Sets policies for garbage removal including toxic wastes; directs and develops recycling programs.
- Provides expert advice and direction regarding EPA and OSHA regulations and standards.
- Participates in policy planning and implementation concerning all matters under his/her jurisdiction.
- Is responsible for development of job standards for hourly personnel.
- Is responsible for administrative and/or ancillary functions required by and in support of the operations and functions of the department including personnel, training and development, labor relations, discipline, budget preparation and implementation.
- Reviews and comments on major construction projects or renovations as requested by appropriate college and University administrators.
- Responsible within limits for the purchase of materials and equipment needed for the department, in adherence with the University purchasing regulations.
Ensures necessary certification of staff to accomplish standardized and quality work.

Reports and makes recommendations to the senior executives of the college.

Qualification Requirements

1. Baccalaureate degree in related field of study from an accredited college and six years of related experience of which four 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 5 years of related experience of which 3 years must be progressive full-time managerial/administrative experience as described in “1” above; or

3. A valid New York State professional engineers license and 5 years of related experience of which 3 years must be progressive 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 eight years of related experience of which six 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 10 years of related experience of which 6 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 5 years of related experience of which 3 years must be managerial/administrative as described in “1” above.

NOTE:

Direct Lines of Promotion

FROM: Administrative Superintendent of Building and Grounds (04975) TO: None