

SUPERINTENDENT OF BUILDINGS AND GROUNDS
(Department of Nursing Homes)

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the maintenance of two county owned nursing home facilities including budget development, expenditures, energy management, long-range planning and capital construction projects. The incumbent has leeway for the use of independent judgment in carrying out the details of the work. The work is carried out under general direction of the Commissioner of Public Works. Supervisory responsibility is exercised over subordinates involved in cleaning and maintenance activities. A Superintendent of Buildings and Grounds (Department of Nursing Homes) does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises and schedules maintenance and cleaning staff assigned to county nursing home facilities;
- Interviews, recommends for hire, evaluates, trains and disciplines departmental employees;
- Develops and administers annual maintenance budget, approves expenditure requests, assist with preparation of bid documents, authorize payments, and coordinate equipment maintenance contracts;
- Administers the energy management system, implements programming changes, and make recommendations on efficient facility operations;
- Makes periodic inspections of buildings and grounds, especially heating plants and special hazard equipment;
- Investigates and reports on damage to building with recommendations for repair and prevention;
- Plans and coordinates with code enforcement officials for periodic inspections of facilities required by local, state or federal law such as fire inspections, asbestos inspections, insurance safety inspections and to ensure compliance with applicable codes and standards;
- Develops, schedules, and manages a preventive maintenance program designed to retain buildings, grounds, and equipment in safe operating condition;
- Identifies and reports mechanical and structural deficiencies and the need for repair or replacement;
- Confers with administration on maintenance, repair, and operational needs;
- Assists in the planning of new construction and major repair work;
- Monitors all phases of capital construction projects, acts as liaison between the county and architects, engineers and contractors engaged in providing services to nursing home properties;
- Prepares preliminary plans, specifications, and cost estimates of assigned repair and alteration projects;
- Directs snow and ice control activities, tree and decorative planting, and pruning;
- Responds to emergencies and organizes staff to cope with indicated needs;
- May attend legislative meetings as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern large-scale building maintenance and repair principles and practices; thorough knowledge of operation and maintenance procedures, such as steam heat, air conditioning, ventilating, electrical and plumbing systems; good knowledge of building construction principles and practices; good knowledge of applicable codes, laws, rules and regulations facilities and construction; ability to perform technical repairs and maintenance of building systems and equipment; ability to plan and supervise the work of others; ability to read and interpret plans, drawings, and blueprints; ability to get along well with others; ability to communicate effectively both orally and in writing; ability to carry out written and oral directions; initiative; ability to establish and maintain effective working relationships with staff, public and others good judgement; dependability; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either

- A. Bachelor's degree in Building Trades/Construction Management or related field from a regionally accredited or New York State registered college or university plus two years of experience supervising maintenance and /or cleaning staff;

OR

- B. An Associate's degree in Building Trades /Construction Management or related field from a regionally accredited or New York State registered college or university plus four years of work experience where the primary function was building maintenance and operations that included working with mechanical, electrical and HVAC systems, two of which must have been in a supervisory capacity;

OR

- C. Graduation from high school or possession of a high school equivalency diploma and six years of work experience where the primary function was building maintenance and operations that included working with mechanical, electrical and HVAC systems, two of which must have been in a supervisory capacity.

SPECIAL REQUIREMENT: Must possess and maintain appropriate class New York State driver's license.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 10/21/2015