

## BUILDING MAINTENANCE SUPERINTENDENTS SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
3347	Assistant Superintendent of Building Maintenance	03	170	6 mo.	11/30/92
3346	Superintendent of Building Maintenance	03	170	6 mo.	11/30/92

Promotional Line: 326

### Series Narrative

Employees in this series perform duties related to the supervision, management, and administration of building maintenance programs.

### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Assistant Superintendent of Building Maintenance 3347**

Employees at this level supervise and manage assigned areas within and assist in the overall management of a campus building maintenance program. They work under administrative supervision from a designated supervisor.

An Assistant Superintendent of Building Maintenance typically--

1. supervises and manages assigned major divisions (such as building exteriors and interiors, campus heating and cooling systems, or utilities and related systems) within the building maintenance operations, such as:
  - a) supervising assigned building maintenance personnel
  - b) determining staff needs for operations
  - c) developing work schedules for operations
  - d) evaluating work performance of employees
  - e) interviewing, recommending in selection, training, and orienting new personnel; and
  - f) managing expenses involved in operations
2. assists higher level personnel in the management of overall building maintenance operations, such as:
  - a) assisting in directing the execution of maintenance, modernization, and new construction programs
  - b) assisting in the planning and coordination of building maintenance activities

- c) assisting in the development of budget requests; and
  - d) acting for supervisor during absences
3. performs related duties as assigned

**Level II: Superintendent of Building Maintenance** **3346**

Employees at this level are responsible for the maintenance and repair of buildings and structures, for the direction of the work of general building trades employees, and for the direction of open job order work. They work under administrative supervision from a designated supervisor.

A Superintendent of Building Maintenance typically--

1. establishes standards and long-term programs for the maintenance and modernization of buildings and structures
2. establishes working schedules and is responsible for directing the execution of maintenance and modernization programs
3. is responsible for the supervision of repairs, replacements, additions, and alterations of physical plant and departmental equipment when executed by employees
4. is responsible for the operation of physical plant and departmental equipment when executed by employees
5. is responsible for the operation of routing office and tool room
6. prepares and maintains service drawings and maps
7. prepares estimates
8. establishes unit costs for estimating purposes
9. maintains records
10. makes surveys, structural investigations, and reports
11. performs related duties as assigned

**MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**

**Level I: Assistant Superintendent of Building Maintenance** **3347**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination of the following types of preparation--

- (a) credit for college training leading to a major in engineering or architecture
- (b) work experience in the construction and maintenance of industrial, public, or institutional buildings

that totals 1.0 unit according to the following conversion rates--

120 semester hours (or a Bachelor's degree) in "a" = 1.0 unit

three years of "b" = 1.0 unit

Amounts of education or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

- 2. three years of experience in the construction and maintenance of industrial, public, or institutional buildings, in addition to the education/experience required in #1, one year of which was in a supervisory capacity.

#### PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. knowledge of building codes, shop practices, and engineering design
- 2. knowledge of building construction methods, materials, and equipment
- 3. supervisory ability

#### **Level II: Superintendent of Building Maintenance**

**3346**

#### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

- 1. possession of the education/experience requirements listed for the first level of this series
- 2. two additional years of experience in the construction and maintenance of industrial, public, or institutional buildings, one year of which was in a supervisory capacity

#### PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. thorough knowledge of building codes, shop practices, and engineering design
- 2. knowledge of building construction methods, materials, and equipment
- 3. administrative ability

Assistant Superintendent of Building Maintenance  
 Superintendent of Building Maintenance

(NEW)  
 (EDITED)