

Spec. Code: 3354
Occ. Area: 03
Work Area: 172
Prob. Period: 6 mo.
Prom. Line: 147
Effective Date: 05/07/97

SUPERINTENDENT OF BUILDINGS

Function of Job

Under administrative supervision of a designated administrator, to perform responsible supervisory work directing a staff engaged in maintenance, custodial, and protective services.

Characteristic Duties and Responsibilities

1. establishes standards of operation and those for training of personnel
2. establishes working schedules and is responsible for direction of work to meet established standards
3. is responsible for materials, supplies, tools, and mechanical equipment
4. is responsible for physical arrangements in buildings for extracurricular performances (such as concerts, lectures, or athletic events)
5. is responsible for traffic and parking in connection with special functions
6. develops budgets for programs
7. does research on various types of supplies to determine the most effective types to purchase
8. interviews applicants for positions
9. performs other related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. five years of experience in building maintenance or custodial work, two years of which were in a supervisory capacity

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. administrative ability
2. supervisory ability