

BUILDING SUPERINTENDENT

NATURE OF WORK

This is responsible administrative and technical work supervising the operation, maintenance, repair and alteration of buildings, grounds and equipment within the Library system and/or the Transportation and Utilities Department.

Work involves responsibility for organizing, directing and reviewing the work of employees in the building and grounds maintenance section performing skilled construction and repair functions on assigned buildings and grounds. The employee is responsible for estimates of labor and material costs; the preparation of plans and the quality of workmanship on all building and equipment repairs, remodeling and new work; and overseeing the work of contractors. Supervision is exercised over skilled maintenance and construction employees. Work is performed according to general policies approved by an administrative superior.

EXAMPLES OF WORK PERFORMED

Supervises, coordinates and inspects the work of skilled building maintenance employees; evaluates job performance.

Manages computerized building systems including NECO entry/exit systems, fire alarm, fire suppression and video surveillance systems.

Plans and implements the repair, maintenance and operation of heating and air conditioning units.

Estimates labor and material costs; uses CAD program to make working sketches; prepares itemized cost sheets for proposed equipment purchases and repairs, remodeling and work projects; supervises the maintenance of job reports and cost sheets on work performed.

Oversees the training and work of the cleaning contractor.

Assists in the preparation of specifications for grounds maintenance, custodial and special electrical, plumbing and HVAC related contracts; oversees, inspects and evaluates compliance with contractual requirements.

Plans and implements stack arrangements; maintains inventory of stored materials; manages in-house use of and rental of stack movers.

Inspects and coordinates construction and repair work in progress for quality of workmanship and compliance with specifications.

Oversees the delivery and distribution of supplies to all buildings; prepares reports monitoring deliveries and covering unusual activities.

Serves as safety coordinator; ensures various safety codes and regulations are observed.

Receives and investigates emergency calls on plumbing, line leaks and stoppages, and building equipment breakdowns.

Prepares budget recommendations; ensures the expenditure of allotted funds; and prepares annual recommendations for Capital Improvement Plan.

Prepares written reports.

Provides support to tenants.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of building maintenance and repair methods.

Thorough knowledge of work standards and practices in various building trades such as mechanical, electrical, plumbing, painting and carpentry.

Thorough knowledge of automated HVAC control systems.

Knowledge of fire, building, electrical, OSHA, UBC, Life Safety and ADA requirements.

Knowledge of video surveillance systems and automated building security.

Ability to plan and direct the work of building service employees, including skilled trades workers.

Ability to read and interpret building plans and specifications and to draw plans and write specifications for building repair and minor building construction work.

Ability to establish and maintain effective working relationships with co-workers, public officials, contracted vendors and the general public.

Ability to inspect and evaluate the work performed by skilled trades workers and others employed on construction repair projects.

Ability to use a computer for research and information retrieval.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent plus four years of experience in building construction and maintenance work including six months of experience supervising maintenance and custodial workers; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

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