

ASSISTANT SUPERINTENDENT OF BUILDINGS, GROUNDS AND EQUIPMENT

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for assisting the superintendent in overall supervision of all buildings, grounds and maintenance activities at medical complex facilities. Work is performed under general supervision of the Superintendent of Buildings, Grounds and Equipment with leeway allowed for the use of independent judgment in carrying out technical phases of the work. Supervision is exercised over the two Buildings, Grounds Supervisors, Craftsmen and Building Maintenance Personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists in the operation and maintenance of physical plant, equipment and grounds keeping;
- Assists in planning and supervising current and long range programs for operation and maintenance of physical plant and equipment;
- Inspects painting, carpentry, electrical, plumbing and other mechanical maintenance and construction work performed by staff and outside contractors;
- Inspects buildings and equipment periodically to determine maintenance and repair needs;
- May recommend to the superintendent major repairs on maintenance that is needed for physical plant and equipment;
- Assists in preparation of budget estimates on all plant operation and maintenance;
- Maintains records such as inventories, cost analysis, employee time sheets, etc. and prepares reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern large scale buildings and grounds operation and maintenance practices;
- Good knowledge of the operation and maintenance of heating and ventilation, air conditioning, emergency generators;
- Good knowledge of building construction principles;
- Ability to plan direct and inspect the work of building tradesmen;
- Ability to read and work from blueprints and specifications;
- Mechanical aptitude;
- Dependability;
- Good judgment;
- Good physical condition.

MINIMUM QUALIFICATONS: EITHER:

- A. Graduation from a four year college or university with major work in architecture, structural, mechanical, civil or electrical engineering and three (3) years of experience in building maintenance and operation activities, at least one of which must have been in a supervisory capacity; OR,
- B. Seven (7) years of experience in large scale building and maintenance and operation activities, a least three of which must have been in a supervisory capacity.

Juris. Class: Competitive

ACCS Adopted: Reviewed and readopted by ACCS resolution on 2/10/11

Revised: 06/10

Experience will be rated as follows: 0 - 20 hours worked per week = ½ time; 21+ hours worked per week = full time.

For positions in Albany County Government a background check may be performed. This may include, but is not limited to, verifying past employment and/or education history, credit history review, driving abstract review and/or criminal background investigation.