

**CLASS TITLE: ASSISTANT BUILDING
AND
GROUNDS OFFICER**

Class Code: 02545300

Pay Grade: 24A

EO: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in supervising the activities of a staff engaged in a program of building and grounds maintenance; to assist in the requisition of necessary supplies and materials; to assist in the inspection of building service contracts and the inspection of construction and maintenance repairs; and to do related work as required.

SUPERVISION RECEIVED: Assignments are received from a superior with some latitude for the use of independent judgement; work is subject to occasional review upon completion.

SUPERVISION EXERCISED: Assists in supervising the work of subordinate staff engaged in performing and monitoring building and grounds maintenance activities.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in supervising the activities of a staff engaged in a program of building and grounds maintenance.

To assist in the requisition of necessary supplies and materials, the inspection of building service contracts and the inspection of construction and maintenance repairs.

To assist vendors and contractors during the process of bidding for repair and replacement work.

To follow budgetary allotments for billing repair accounts, and to effect payment for billing by contractors and vendors upon satisfactory completion of work projects.

To prepare simple specifications and some drawings.

To review cost estimates for repairs and construction submitted by contractors.

To assist in planning, coordinating and reviewing the work of skilled tradesmen involved in building repair and maintenance.

To assist a superior in compiling data in order to establish an annual work program.

To assist clerical employees in obtaining clarification of billing payments, requisitions, purchase orders and invoices.

To act as the supervisor in his absence.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of general building operation and maintenance activities; a working knowledge of the materials and equipment used in building operation and maintenance; the ability to assist in supervising the work of subordinates; the ability to prepare simple specifications and some drawings; the ability to follow budgetary allotments for billing repair accounts and to perform related fiscal functions; the ability to deal effectively with superiors, vendors and contractors; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a responsible position in the field of building maintenance.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: February 19, 1984

Editorial Review: 3/15/2003