

CLASS TITLE: BUILDING SUPERINTENDENT

Class Code: 02168200

Pay Grade: 18A

EO Code: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To supervise and be responsible for the work of a staff of employees engaged in performing cleaning, janitorial, custodial and heating services and routine maintenance tasks in a major public office building; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior who makes general assignments of duties and responsibilities; work is reviewed for effectiveness.

SUPERVISION EXERCISED: Makes assignments and supervises the work of subordinates, instructs them in their duties and closely reviews their work for effectiveness.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assign, lay out, supervise and review the work of a staff of employees engaged in performing cleaning, janitorial, custodial and heating services and routine maintenance tasks in a major public office building, such as the State House or State Office Building, or a major public building such as the Providence County Court House.

To make periodic inspections of maintenance carpentry, electrical work, painting, plastering, plumbing and other related building maintenance projects to assure satisfactory performance of work assignments.

To supervise and review the work of subordinates engaged in grounds beautification and maintenance, including the removal of snow and rubbish.

To supervise and review the work of subordinates engaged in the operation and maintenance of high or low pressure boilers and auxiliary equipment in the building heating plant.

To be responsible for the requisitioning, storing, distributing of and accounting for cleaning, janitorial and necessary building and grounds maintenance supplies and equipment.

To review and evaluate requests for office and storage space allocations and to make recommendations thereon to a superior.

To prepare and submit written reports relating to assigned functions to a superior.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of cleaning methods, cleaning materials and equipment used in public buildings; a working knowledge of the principles and practices of the more common building trades; the ability to inspect a building, its equipment and grounds and to plan maintenance, repair and custodial activities; the ability to plan, lay out, supervise and evaluate the work of others; the ability to estimate building or grounds repair or renovation costs; the ability to meet and deal with tenants tactfully; the ability to prepare and submit written reports; 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 involving supervision over janitorial, maintenance and heating services of a large building used by the public.

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

Class Revised: June 9, 1974

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