

**CLASS TITLE: SUPERINTENDENT  
STATE CAPITOL BUILDINGS**

**Class Code: 02168300  
Pay Grade: 20A  
EO Code: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the coordinating of various type functions at the State Capitol Building to include General Officers, General Assembly and public activities; and also 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 the State Capitol Building; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Building and Grounds Officer with wide latitude for the exercise of independent judgement.

**SUPERVISION EXERCISED:** To plan, direct and supervise the work of subordinates, to insure compliance with directions and accepted principles and practices.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the coordinating of various type functions at the State Capitol Building to include General Officers, General Assembly and public activities.

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 the State Capitol Building.

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 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.

To prepare and submit written reports relating to assigned functions to the Building and Grounds Officer.

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; the ability to communicate with the public, groups and organizations in their use of the State Capitol Building for various functions; 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.

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

Class Created: October 4, 1981

Editorial Review: 3/15/03