

June 6, 2019

VACANCY ANNOUNCEMENT  
PROMOTION/TRANSFER

VACANCY: Superintendent of Building Maintenance Operations  
Full time – 40-hour work week

SALARY: 37G - \$29.41 to \$43.79 per hr. (hired before 7/1/03)  
\$29.41 to \$42.10 per hr. (hired after 7/1/03)

NATURE OF WORK: PLEASE READ ATTACHED JOB DESCRIPTION.

QUALIFICATIONS: Considerable experience in custodial and general maintenance work, heating and air conditioning, energy management, STAEFA network, SMS premier entry card system. High school graduate or the equivalent plus 8 to 10 years of supervisory experience in the custodial field.  
Must possess a valid Commercial Driver's license.

HOW TO APPLY: Applications for Promotion/Transfer are available in the Personnel Department. Office hours are Monday through Friday, 8:00 A.M. to 5:00 P.M.

LAST DATE TO APPLY: Thursday, June 13, 2019.

## Superintendent of Building Maintenance Operations - 2014

### General Statement of Duties:

This is responsible supervisory work in the custodial care and maintenance of public buildings and surrounding grounds.

Work involves responsibility for assisting in the assignment, supervision and inspection of a moderately large number of employees performing routine cleaning, custodial, and maintenance tasks. General instructions are received from a superior, and considerable latitude is allowed in planning work methods and scheduling work assignments. Work is subject to review by immediate superiors for efficiency of operation.

### Illustrative Duties:

Assists in the assignment, supervision and inspection of a moderately large number of custodial and maintenance workers; makes frequent inspection of buildings, equipment, and grounds to check results of the work

Advises and makes recommendations for major repairs and replacement of building equipment; makes repairs and services minor equipment.

Requisitions common cleaning materials, small tools, and supplies; distributes supplies to appropriate buildings and checks the use of supplies and equipment.

Maintains necessary records and prepares required reports relating to personnel, supplies, equipment and work performed.

In the absence of the supervisors directs maintenance and cleaning activities of the organization.

**Prepares capital improvement budget for the department.**

**Prepares proposed budget for maintenance department and controls expenditures within fund allocations.**

**Trains and counsels employees, assists in employee selection, recommends discipline.**

**Assures safe work practices (OSHA).**

**Responds to building emergencies**

**Coordinates activities on short and long term building improvements and schedules repairs and replacement (i.e.; roofs, boilers)**

**Oversees all building, capital improvements, alterations and repairs.**

**Coordinates specifications for Building Capital Improvements with Architects and Engineers.**

**Continually explores and investigates methods for energy efficiency.**

**Assures the City provide the most economical methods and materials to accomplish tasks.**

**Performs related work as required.**

## Superintendent of Building Maintenance Operations – 2014 (continued)

### Knowledge, Skill and Abilities:

Thorough knowledge of the materials, methods, equipment, and practices used in cleaning operations.

Thorough knowledge of the operation and care of vacuum cleaners, scrubbing machines, polishing machines, and other janitorial equipment.

**Extensive knowledge of air handlers, chillers, heating systems, remote computer monitoring of heating and air conditioning, elevator operations and maintaining security operations**

Considerable knowledge of building and maintenance activities including knowledge of several skilled trades and especially that of electrician, plumber, and carpenter.

Ability to plan, assign, supervise, and inspect the work of moderately large staff of custodial and maintenance personnel engaged in cleaning and maintenance activities.

Ability to train and instruct employees in cleaning, custodial and maintenance duties.

Ability understand and follow written and oral instructions.

Ability to establish and maintain effective working relationships with subordinates other employees and supervisors.

### Desirable Experience and Training

Considerable experience in custodial and general maintenance work, **heating and air conditioning, energy management, Staefa network, SMS premier Entry Cards system.** High school graduate or the equivalent **plus 8 to 10 years of supervisory experience in the custodial field.**

Must possess a valid Connecticut driver's license