

## Middletown, CT Job Description

<b>Classification Title</b>	Building Superintendent, Senior
<b>Job Code</b>	
<b>Department</b>	Multi-Department
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

### PURPOSE OF POSITION

The purpose of this position is to supervise custodial ~~staff and operations and employees and to coordinate operations.~~ Coordinates multiple facility operations services. Performs maintenance and repair to buildings and grounds. ~~Work is performed under the direction of the Chief of Police or his/her designee.~~

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Inspects and determines proper functioning of all equipment, which includes including boilers, chillers, ~~and~~ air handling units; computerized air conditioning and heating units; computerized gas pump; lighting systems, fuel tanks and generators; ~~measures oil levels in underground tanks and boilers; checks all known asbestos areas and reports any new conditions.~~
- ~~Oversees facilities projects and/or upgrades. Oversees interior and exterior projects and facility. Meets with contractors regarding bids.~~ Sets up community room for meetings and public functions.
- Coordinates repair/maintenance contracts with external service providers.
- Assists the Fire Marshall in inspecting sprinkler and fire alarm systems and smoke detectors. ~~Checks all fire extinguishers and certification cards each month.~~
- Ensures proper operation of photovoltaic invertors, batteries, motors and fans.
- ~~Prepares daily work schedules and overtime schedules; coordinates the scheduling of outside contractors. Coordinates repair and maintenance of equipment. Coordinates special events.~~
- ~~Oversees and instructs subordinates on proper building security systems and procedures.~~

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- Orders supplies and equipment needed for custodial work as directed. Oversees inventory control. Orders and maintains and repairs custodial equipment. Prepares bid specifications as warranted.
- ~~Expected to r~~Responds to and coordinates operations during emergency situations, as ordered by the Chief or his/her designee.
- Investigates work problems and determines corrective action.
- Coordinates deliveries.
- Trains and instructs custodial staff in cleaning functions and safety and sanitation practices and requirements.
- ~~Ensures compliance with safe working practices and procedures. Ensures compliance with OSHA and MSDS materials. Ensures compliance with City of Middletown policies, union contracts and City Personnel Rules. Inspects facilities to determine safe conditions, cleanliness and vandalism.~~
- ~~Checks snow levels on flat roofs during winter months; periodically cleans gutters and drains and removes leaves and debris.~~
- ~~Assists tradesmen working in the facility; performs minor plumbing, carpentry and painting.~~
- ~~Assembles and installs or moves new office furniture.~~
- ~~Changes filters and oils air handling units throughout facility.~~
- ~~Reviews and submits time cards.~~
- ~~Performs grounds maintenance functions; mows lawns, trims trees and bushes; plants and mulches flowers, etc.~~
- ~~Addresses building issues as they pertain to lease tenants located in/around building.~~
- Perform other related duties as assigned.

### **MINIMUM JOB QUALIFICATIONS**

#### **Education and Experience**

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High school diploma or equivalent with vocational/technical training and five years of progressively responsible custodial/facility maintenance experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Appropriate education substitutions can be made.

### **PREFERRED QUALIFICATIONS**

High School Diploma from a Technical School with HVAC Trade, experience in HVAC and BOC-1 Certification.

### **KNOWLEDGE, SKILLS, and ABILITIES**

- ~~• Requires the ability to perform mid level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.~~
- ~~• Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.~~
- ~~• Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as billing invoices, purchase requests, work orders, architectural drawings, blueprints, maintenance manuals, procedures, guidelines and non-routine correspondence.~~
- ~~• Requires the ability to communicate orally and in writing.~~
- ~~• Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.~~
- Ability to supervise and evaluate employees
- Ability to Pprioritize and assign work
- Knowledge in Ttraining, orienting, and managinge personnel
- Ability to Rrelate to and interact with a non-traditional and diverse student and employee population
- Ability to Wwork independently
- Ability to Hhandle common inquiries or complaints

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- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, grounds maintenance and custodial equipment, and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as maintaining equipment.~~

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- ~~• Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing ten to twenty pounds.~~
- ~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

### **WORKING CONDITIONS**

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	02/25/15
<b>Dates revised</b>	