

## Middletown, CT Job Description

<b>Classification Title</b>	Building Superintendent
<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 maintain buildings and equipment. ~~and t~~Trains custodial staff to ensure the safety of staff.

### 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 including boilers, chillers and air handling units; measures oil levels in underground tanks and boilers; checks all known asbestos areas and reports any new conditions.~~Maintains cleanliness of cafeteria and buildings, which includes emptying trash, cleaning windows and floors and changing air filters.
- ~~Assists the Fire Marshall in inspecting fire alarms and smoke detectors. Checks all fire extinguishers and certification cards each month.~~Maintains grounds by operating equipment, which includes grass cutting, weed whacking, snow removal and shoveling.
- ~~Prepares daily work schedules and overtime schedules; coordinates the scheduling of outside contractors. Coordinates repair and maintenance of equipment. Coordinates special events.~~Performs major repairs and cleaning during summer shutdown.
- ~~Coordinates deliveries.~~
- Trains and instructs custodial staff in cleaning functions, ~~and~~ safety and sanitation practices and requirements. Coordinates work assignments and meetings. Schedules coverage for events.
- Orders and Maintains inventory of materials and supplies.
- ~~and cleaning chemicals. Maintains MSDS logs on all chemicals.~~
- ~~Checks snow levels on flat roofs during winter months; periodically cleans gutters and drains and removes leaves and debris.~~

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- ~~• 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.~~
- Perform other related duties as assigned.

## MINIMUM JOB QUALIFICATIONS

### Education and Experience

High school diploma or equivalent with vocational/technical training and three 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

One to three years of supervisory custodial work, -grounds maintenance and minor plumbing, painting, electrical, HVAC or mechanical experience.

## KNOWLEDGE, SKILLS, and ABILITIES

- ~~• Requires the ability to perform basic 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,~~

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~~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 Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Handle common inquiries or complaints
- 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 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 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 Satisfyies the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

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### 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.~~
- ~~• 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 five to ten 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.~~

Position requires stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling and lifting.

*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.*

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