

carpentry, gardening, and horticultural work or prepares bid specification for the performance of such work by contractors; is responsible for guaranteeing adherence to bid specifications and approving payments; cooperates with appropriate college and university engineering, architectural and design staff on college projects under their jurisdiction; directs buildings and grounds staff to promote the safe and effective operation and maintenance of plant, mechanical equipment and grounds; contracts for maintenance service agreements; ensures that waste is properly sorted for recycling or disposal and disposed in the proper manner; coordinates proper storage of toxic and flammable materials - allots proper space and containers if necessary; responsible for the proper removal of toxic waste; prepares the annual budget for the operation and maintenance of the college buildings and grounds under his/her control; is responsible for adherence to City and State regulations concerning physical condition of buildings and grounds; establishes work standards and procedures; is responsible for the assignment and training of staff; or performs assignments equivalent to those described herein including those of a lower assignment level; in the absence of Chief Administrative Superintendent of Campus Buildings and Grounds assumes his/her responsibilities.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree in a related field of study from an accredited college and four years of related experience of which two years must be progressive full-time managerial/administrative experience in the management and/or operation and maintenance of buildings and grounds such as large hotels, educational complexes, large office buildings, or large building complexes, large gardens or parks; **OR**
2. A valid New York State Registration as an architect and 3 years of related experience of which one year must be full-time managerial/administrative experience as described in "1" above **OR**
3. A valid New York State professional engineer's license and 3 years of related experience of which one year must be full-time managerial/administrative experience as described in "1" above **OR**
4. A valid New York City High Pressure Boiler Operating Engineer's license, a four year high school diploma or its equivalent and six years of related experience of which four years must be progressive full-time managerial/administrative experience as described in "1" above; **OR**
5. A four year high school diploma or its equivalent and eight years of related experience of which four years must be progressive full-time

managerial/administrative experience as described in "1" above; **OR**

6. A combination of education and/or experience equivalent to "1", "2", "3", "4", and "5" above. In addition, an advance degree in a managerial field from an accredited college may be substituted for an additional year of managerial/administrative experience. However, all candidates must possess a high school diploma or its equivalent, three years of related experience of which one year must be managerial/administrative experience as described in "1" above.

DIRECT LINES OF PROMOTION:

FROM: None

To: Chief Administrative Superintendent of Campus Buildings and Grounds
(04984)