



VACANCY:

Inclusion Through Diversity

**Cayuga County is an Equal Opportunity/Affirmative Action employer.
Minorities and women are encouraged to apply.**

**Superintendent of Buildings & Grounds
(Buildings & Grounds)**

SALARY: Commensurate with experience.

DEADLINE TO APPLY FOR VACANCY: **06/07/2025**

HOW TO APPLY:

Go to: mycivilservice.cayugacounty.us/jobopps and click on the **APPLY** button across from the title of "Superintendent of Buildings & Grounds" under Current Vacancies.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or NYS registered college or university with an Bachelor's degree or higher in Engineering (Civil, Industrial, Construction), Construction Technology, Architecture or a closely related field and three (3) years of supervisory experience over trades personnel in the maintenance and repair of buildings, or in construction management.
- (B) Graduation from a regionally accredited or NYS two-year college with an Associate's degree in Engineering Science, Construction Management, Architecture or closely related field and six (6) years of supervisory experience over trades personnel in the maintenance and repair of buildings, or in construction management.
- (C) Graduation from high school or possession of an equivalency diploma and completion of a technology program at B.O.C.E.S. or other technology school in building trades, building construction, construction technology or related field and (10) ten years of experience in large scale building and grounds maintenance activities, six (6) years of which shall have been in a supervisory capacity; OR
- (D) Any equivalent combination of training and experience as set by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

NOTE: If the position requires the operation of a motor vehicle, then the following special requirement applies:

- Eligibility for an appropriate level NYS Driver's License at the time of application for appointment.
- Possession of the license at time of appointment.
- Must be able to drive to various buildings at a moment's notice.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for planning, organizing, and directing the maintenance activities of county buildings and grounds. Although certain activities are performed in the office, the Superintendent inspects worksites and various County properties on a timely basis. Work is performed in accordance with general policies and under the general direction and review of the Public Works Legislative Committee. The incumbent formulates maintenance policy, and has leeway for the use of independent judgment in carrying out the details of the work. Supervision is exercised over carpentry and maintenance staff. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of modern buildings and grounds maintenance operations and practices;
Thorough knowledge of safety regulations, procedures and security in the workplace and public buildings;
Thorough knowledge of the operation and maintenance of heating and ventilation equipment;
Ability to plan, direct and supervise a program of buildings and grounds maintenance;
Ability to communicate effectively both orally and in writing;
Ability to read and interpret plans, drawings, and blueprints;
Ability to prepare accurate job specifications, and cost and materials estimates;
Ability to detect errors in materials or work;
Ability to maintain records and prepare reports;
Ability to establish and maintain effective working relationships with others;
Physical condition commensurate with the demands of the position;
The qualities of good judgment, excellent communication skills, computer literacy are required;
Ability to manage a project from start to finish and oversee all building maintenance and improvement projects.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Establishes long-term planning for scheduled repairs to buildings and grounds and provides recommendations to the County Legislature through the Public Works Committee;
Responsible for carrying out long-term maintenance schedule after recommendations are approved by the Legislature;
Inspects painting, carpentry, plumbing, electrical and other mechanical maintenance or construction work performed by maintenance employees or private contractors;
Collaborates with IT Department concerning the security of County property;
Inspects buildings, equipment and premises for hazards and violations of safety codes and regulations;
Prepares, submits and monitors departmental budget;
Prepares job specifications and cost estimates for specific maintenance activities;
Responsible for appointments, transfers, promotions and disciplinary action, etc. for maintenance personnel under his/her supervision;
Supervises the in-service training of maintenance employees;
Acts as liaison between County and contractors or municipalities engaged in providing services to County properties: Includes custodial services, building projects, roofs, HVAC, etc.

Responds to inquiries from employees, department heads and the public regarding County buildings and grounds activities;
Maintains records and prepares reports related to operations;
Oversee Court Tenant work;
Respond to building emergencies 24/7 as needed;
May develop specifications for building projects involving architects and/or engineers;
Work with Purchasing Director to ensure County's Purchasing Policy is followed by all department staff;
Administration / Oversight of a variety of vendor contracts in support of buildings and grounds includes interacting with the County Attorney's office.

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Posted 03/07/2025

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