

The Maryland-National Capital Park & Planning Commission

TITLE: Building Management and Maintenance Superintendent GRADE: 22 DATE: 7/27/23
SERIES: Building and Grounds Maintenance CODE: 2552 EEO: Technician FLSA: Non-Exempt

Class Definition:

Under direction, performs technical and administrative work related to system management and maintenance of Commission building and facilities as well as equipment and grounds. Responsible for managing, implementing and maintaining building management systems; such as, energy management systems; security systems; elevators; heating, ventilation, air conditioning (HVAC); electrical and plumbing. Performs inspection, assessment of building condition, security, maintenance, repair and operation of environmental, electrical, plumbing, structural and other related systems. Researches, recommends and implements approved programs and projects for maintaining or upgrading building environmental systems. Schedules preventive maintenance and repairs for other systems with certified contractors or staff. Leads activities of employees in a variety of duties required to maintain buildings and facilities. Reviews operating policies and procedures for building and maintenance work program. Work contributes to providing a clean, safe and efficiently managed facility and grounds for building occupants. Ensures all safety and health regulations are enforced. Applies knowledge of building maintenance and administration; building management systems; Federal, State and local building, fire and safety codes; hazard identification and safety precautions; building construction, inspection, and repair; building trades; blueprints and equipment manuals; test instruments, tools and equipment; methods and practices used in the assembly, adjustment, repair, installation and maintenance of equipment for buildings and structures; and purchasing, contracting and budgeting. Performs various types of analyses and performs the full range of calculations. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise and obtain agreement or compliance or achieve other desired actions. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. Incumbent independently plans and carries out the work in conformance with these parameters, established policies, procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable guidelines. Incumbent is to keep the supervisor informed and to seek assistance only for highly complex or sensitive matters. Work is expected to meet objectives highly effectively – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other factors as use of skill and ingenuity in overcoming technical and non-technical problems.

Examples of Important Duties:

1. Responsible for managing, implementing and maintaining building management systems; such as energy management, security; elevator; heating, ventilation, air conditioning (HVAC); electrical and plumbing. Prioritizes and schedules repairs and maintenance.
2. Performs preventive maintenance and repairs in area(s) of proficiency. Schedules preventive maintenance and repairs for other systems with certified contractors or staff as appropriate. Ensures that work is completed in appropriate manner.
3. Conducts inspection and assessment of building systems and grounds of Commission buildings and facilities. Monitors building utility systems to ensure proper operation. Maintains tools, equipment and materials for repairs. Tests safety devices and controls, provides recommendations for minor adjustments and repairs of all systems where appropriate. Completes major adjustments or repairs

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in area(s) of proficiency. Responds to repair calls when required for other systems. Recommends conservation opportunities (e.g., energy conservation, water conservation) in Commission facilities.

4. Responsible for administrative duties associated with building and facility inspection, maintenance, repair and operation. This requires research, planning, developing and coordinating activities, programs and personnel both internally and externally to accomplish objectives. Maintains administrative records and files. Inputs inventory into the order management tracking systems, including requests for work order completion.
5. Writes routine/draft administrative reports including requests for quotes. Reviews and recommends approval of routine quotes, payment of invoices and purchase orders, and petty cash receipts if applicable to ensure compliance with Commission policies and procedures. May be assigned Commission purchase card, maintain receipts and log and allocate expenditures for approval.
6. Participates in planning and scheduling of work. Assists in determining requirements for material, equipment and work methods to be used on building maintenance, inspection and repair projects. Supports determination of when service contract for maintenance or repair is appropriate and provides recommendations.
7. Performs work in accordance with Federal, State and local codes (e.g., Occupational Safety and Health Administration, Maryland Occupational Safety and Health), manufacturers specifications and safety regulations.
8. Confers and coordinates with engineers, contractors, inspectors to explain, clarify and resolve actual and potential problems with the maintenance and repair of all systems. Acts as liaison with contractors servicing building systems; such as security, communications and other systems.
9. Investigates and resolves building service requests and complaints from building occupants, management and general public. Coordinates and performs snow removal as necessary.
10. Assigns and leads activities of lower grade employee(s) in a variety of duties related to any one of the skilled trades required for building maintenance.
11. Ensures safe and efficient work practices are followed, checks sites for potential hazards; applies safe and effective methods for machine operation, maintenance, and storage. Uses personal protection equipment (PPE).
12. May assist with critical Americans with Disabilities Act (ADA) compliance work to remove barriers and maintain compliance at Commission buildings and facilities.
13. Complies with Commission practices regarding recycling, disposal of materials. Attends training to increase knowledge, awareness and safety.
14. Schedules all maintenance inspections required by Federal, State and local codes and regulations. Ensures work is completed in order to remain in compliance.

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Important Worker Characteristics:

A. Knowledge of (1) building maintenance and administration; (2) building management systems; (3) Federal, State and local building, fire and safety codes pertaining to inspection, installation, and testing; (4) hazards and safety precautions; (5) Federal, State and local regulations (e.g., Occupational Safety and Health Administration, Maryland Occupational Safety and Health Administration); (6) general building construction, inspection, and repair; (7) building trades; (8) Americans with Disabilities Act (ADA); and (9) Commission organization policies and procedures*.

**Typically acquired or fully developed primarily after employment in this job class.*

- B. Knowledge of, and skill in assigning or reviewing tasks, setting the pace, and otherwise assisting the supervisor by performing group leader work or ability to rapidly acquire knowledge and skill set.
- C. Skill and ability to (1) test instruments, tools and equipment; (2) use methods and practices in the assembly, adjustment, repair, installation and maintenance of equipment for buildings and facilities; (3) complete work orders through computer-based tracking systems; (4) work at heights; (5) perform First Aid, cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED); (6) calculate fractions, decimals and percentages; and (7) operate office equipment, computer and software used in the Commission such as email, word processing and spreadsheets.
- D. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include understanding and applying principles to solve practical problems.
- E. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. Examples include reading, interpreting and communicating requirements for: as-builts, blueprints, building plans, sketches or schematic drawings to determine the type of equipment, materials and methods to utilize; reading blueprints and equipment manuals pertinent to the position; reading and writing routine reports, correspondence and instructions.
- F. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.

Minimum Qualifications (MQs):

1. High School Diploma or Certificate of General Educational Development (GED).
2. Completion of approved apprentice program in a building trade; such as electrical, HVAC, plumbing or four (4) years of progressively responsible experience in a skilled trade.

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3. Four (4) years of progressively responsible related trades experience which includes two (2) years at the journey level and one-year experience as a lead building maintenance superintendent or Maryland first grade stationary engineer.
4. An equivalent combination of education and experience may be substituted, which together total eight (8) years.
5. Licenses or certifications at journey level (issued by local jurisdiction) required for area of proficiency (e.g., electrician - electrician's license, plumbing - plumber's license, HVAC mechanic - certificate in refrigerant recovery and recycling).
6. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.
7. Obtain and maintain all applicable certifications.
8. Pass Commission medical examination.

Working Conditions:

Performs indoor and outdoor work; and exposure to varied weather conditions, confined spaces, heights, dirt, noise, dust, fumes and electrical systems. On call to work during emergencies. Positions in this class occasionally remain in a stationary position; move about inside the office and outside; operate vehicles; tools and equipment; ascent and descend ladders and stairs; and use hydraulic lifts. Positions self to complete manual work; use hands to perform preventative and other maintenance tasks; and moves equipment, tools and objects weighing up to 100 pounds.