

The Maryland-National Capital Park & Planning Commission

TITLE: Building and Grounds Maintenance Superintendent
SERIES: Building and Grounds Maintenance

GRADE: G CODE: 5241
DATE: 1/31/01
FLSA: Non-exempt

Class Definition

Under direction, performs technical and administrative work related to system management and maintenance of the facilities, equipment and grounds of Commission building(s). Responsible for inspection, security, maintenance, repair and operation of environmental, electrical, plumbing, structural or other related systems. Researches, recommends, and implements approved programs and projects for maintaining and/or upgrading building systems. Leads activities of lower grade employee(s) in a variety of duties required to maintain building(s). Responsible for writing specifications, recommending selection and reviewing work of contractors to ensure contract compliance. Recommends operating policies and procedures for building and maintenance work program. Performs other related duties as assigned.

Examples of Important Duties:

- 1) Responsible for managing, implementing, and maintaining the building management systems including such systems as energy management, security, preventive maintenance, HVAC, etc.
- 2) Responsible for administrative duties associated with building(s) inspection, maintenance, repair and operation. This typically requires research, planning, developing, and coordinating activities, programs and personnel both internally and externally to accomplish objectives.
- 3) Participates in budget preparation. Develops, monitors, and maintains budgetary information on all aspects of building maintenance, e.g. cost projections, expenditures, time and labor, energy usage, etc. Monitors expenditures, anticipates program requirements, and prepares supporting documentation to support program objectives. Controls expenditures in accordance with approved budget.
- 4) Writes routine/draft administrative reports including requests for proposals and invitations for bid. Reviews and recommends approval of routine bids, purchase orders, and petty cash receipts to ensure compliance with Commission policies and procedures.
- 5) Maintains administrative records and files.
- 6) Monitors performance of vendors and contracts. Approves routine payments to vendors and contracts if all requirements have been met.

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Examples of Important Duties (Continued):

- 7) Conducts daily inspection of all building systems. Monitors building utility systems to ensure proper operation. Tests safety devices and controls making minor adjustments and repairs of all systems where appropriate. Makes major adjustments and/or repairs in area of proficiency. Makes repair calls when required for other systems.
- 8) Plans and schedules work. Determines requirements for material, equipment, and work methods to be used on a building maintenance, inspection or repair projects. Determines when service contract for maintenance or repair is appropriate and makes recommendations.
- 9) Performs preventive maintenance and repairs in area of proficiency in accordance with local codes (e.g. MOSH), federal codes (e.g. OSHA), manufacturers specifications, safety regulations, occupant comfort, etc. Schedules preventive maintenance and repairs for other systems with certified contractors.
- 10) Confers and coordinates with engineers, contractors, inspectors, etc. to explain, clarify, and resolve actual and potential problems with the maintenance and repair of all systems. Acts as liaison with contractors servicing security and communications systems.
- 11) Investigates and resolves service requests and complaints of building occupants, management, and general public.
- 12) 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.

Important Worker Characteristics:

Considerable knowledge of: (1) building maintenance and administration; (2) building management systems; (3) Federal and local building, fire, safety, codes; (4) all relevant codes pertaining to area of proficiency including inspection, installation and testing; (5) hazards and safety precautions; (6) general building construction, inspection and repair; (7) Commission policies and procedures* and (8) general knowledge of all building trades.

Skill in operation of: (1) test instruments, tools, methods and practices used in the assembly, adjustment, repair, installation, and maintenance of equipment in area of proficiency; (2) general office equipment; (3) personal computer including applicable software; and (4) motor vehicle.

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Important Worker Characteristics: (Continued)

Ability to: (1) apply principles to solve practical problems; (2) calculate fractions, decimals, and percentages; (3) read and write routine reports, correspondence and instructions; (4) distinguish colors for identification purposes (if necessary for area of proficiency); (5) read blueprints; (6) communicate effectively; and (7) work at heights.

*Developed primarily after employment in this class.

Minimum Qualifications:

1. Graduation from high school or GED, and completion of approved trade school in at least one of the building trades (e.g. electrical, H-VAC, plumbing, etc.); and five years of progressively responsible related trades experience which included four years experience at the journey level and one year experience as a lead building maintenance superintendent or Maryland first grade stationary engineer.
2. Must have necessary licenses and/or certifications at journey level required for area of proficiency (e.g. electrician - electrician's license, plumbing - plumber's license, H-VAC mechanic - certificate in refrigerant recovery and recycling, etc.). Maryland first grade stationary engineer's license preferred.
3. An equivalent combination of education and experience. (Attainment of first grade stationary engineer license is equivalent to 24 months experience).
4. Valid driver's license.

Working Conditions

Usually works inside and outside building, with exposure to dust, dirt, noise, heights, electrical shock, and hazardous material. On call 24 hours for building emergencies.

