

## **BUILDINGS AND GROUNDS ADMINISTRATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative position responsible for the maintenance and renovation of housing complexes and grounds run by the Poughkeepsie Housing Authority. An incumbent directs the implementation of short and long term projects in maintenance and renovation. In addition, an incumbent is required to inspect and coordinate work performed by in-house personnel and outside contractors. The work is carried out in accordance with modern engineering practices and involves the study of building maintenance or growth-related problems through the use of research and consultation. Work is performed under the general supervision of an administrative employee of higher rank. Direct supervision is exercised over maintenance personnel.

### **TYPICAL WORK ACTIVITIES:**

1. Inspects and monitors building maintenance repairs and renovations on a daily basis;
2. Inspects and monitors construction projects, handled by outside contractors on a daily basis;
3. Reviews building maintenance problems and develops recommendations for their solution;
4. Oversees the preparation of bid specifications, advertising, and opening of formal bid proposals related to the maintenance and repair of buildings and grounds;
5. Develops operational budget for building maintenance and prepares financial reports;
6. Identifies long-range repair and maintenance projects and develops plan and budget for completing the same;
7. Develops, schedules, and manages a preventive maintenance program designed to retain buildings, grounds and equipment in safe operating conditions;
8. Develops up-to-date maintenance procedures as necessary;
9. Prepares reports and develops grant applications;
10. Assigns maintenance work to maintenance personnel;
11. Supervises snow and ice control operations;
12. May develop material specifications for in-house and contracted renovations;
13. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles, practices, and terminology of all phases of building renovation and maintenance; good knowledge of budgeting practices and procedures; working knowledge of safety practices in construction and maintenance; ability to draw up materials specifications; ability to read blueprints; ability to establish and maintain effective working relationships with others; ability to prepare oral and written reports; ability to analyze and develop solutions for building maintenance problems; ability to plan and supervise the work of others; mechanical aptitude; good judgment; physical condition commensurate with the demands of the position.

**BUILDINGS AND GROUNDS ADMINISTRATOR** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Possession of a high school diploma or a high school equivalency diploma and:

- EITHER:       (A)     Graduation from a New York State recognized or regionally accredited college or university with a Bachelor's degree in Engineering or a related field and one year of responsible supervisory experience in the construction, renovation, or maintenance of large projects or institutional buildings, which shall have included reading blueprints and drawing up material specifications;
- OR:            (B)     Five years of paid work experience in the building maintenance or construction trades; two (2) years of which involved skilled trades work and one (1) of which involved supervisory responsibility;
- OR:            (C)     Any equivalent combination of training and experience within the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:**

A department head may require the possession of a valid driver's license.

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ADOPTED:   08/15/91

REVISED:   04/19/96