

## **BUILDINGS ADMINISTRATOR**

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

This is an administrative position responsible for the maintenance and renovation of municipal buildings. An incumbent directs the implementation of short term 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. Work is performed under the general supervision of an administrative employee of higher rank. Direct supervision is exercised over maintenance personnel. Specialized duties and responsibilities may vary depending upon the location of the position: at one location an incumbent may supervise custodial and security staff; at another, he/she may represent the municipality at project bids proceedings.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below, in addition to those work activities performed by lower level maintenance titles. They are indicative of the level and types of activities performed by positions in this title. They are not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Inspects and monitors building maintenance repairs and renovations on a daily basis;
2. Reviews building maintenance problems and develops recommendations for their solution;
3. Coordinates repairs and renovations to comply with the needs of department heads;
4. Develops or assists in developing operational budget for building maintenance;
5. Reviews proposed expenditures with respect to appropriations and authorizes expenditures;
6. Develops up-to-date maintenance procedures as necessary;
7. Prepares reports and develops grant applications;
8. Assigns work to maintenance, custodial and security personnel;
9. Supervises snow and ice control operations;
10. May develop materials specifications for in-house and contracted renovations;
11. May inspect and monitor construction projects performed by outside contractors on a daily basis.

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

Knowledge of the tools, practices, and terminology of all phases of building renovation and maintenance;  
Knowledge of budgeting practices and procedures in a municipal setting;  
Knowledge of safety practices and procedures 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;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

**BUILDINGS 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 materials specifications;
- OR:             (B)     Five years of supervisory experience in the construction, renovation, or maintenance of large projects or institutional buildings, which shall have included reading blueprints and drawing up materials specifications;
- OR:             (C)     An equivalent combination of training and experience within the limits of (A) and (B) above.

TR1102

ADOPTED:   08/09/78

REVISED:   11/07/79       12/11/00