

CLASS SPECIFICATION FOR
Building Superintendent

GENERAL STATEMENT OF DUTIES: Supervises and performs maintenance services in Henrico County buildings for complex climate-control systems, electrical systems, plumbing systems, and mechanical equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work involves the responsibility for planning, record-keeping and related correspondence, and supervision and follow-up for all maintenance and repair service on mechanical, electrical, life-safety devices and buildings and grounds in the Henrico County Government Center and outlying County buildings. The incumbent works in coordination with the security section in relation to building operations and after hour activities. The employee coordinates and follows work performed by outside contractors, ensuring that services are completed in compliance with specifications and bid awards. Incumbent works with custodial section in matters pertaining to buildings and grounds appearance and custodial requirements. Supervision is exercised over Plant Maintenance Mechanics and Senior Plant Maintenance Mechanics. The incumbent receives general supervision and instructions from the Buildings and Grounds Manager; however, significant responsibility and independent judgment must be exercised in daily maintenance operation.

EXAMPLES OF WORK (illustrative only):

- Schedules work assignments, evaluates and supervises work of personnel in performance of buildings and grounds maintenance and operation of all mechanical, electrical, plumbing and pneumatic-electronic systems;
- Trains personnel in proper procedures, techniques and operations relating to mechanical, electrical, HVAC systems, security console, life-safety devices, security devices and any devices relating to building operation in the Government Center and outlying County buildings;
- Prepares and monitors preventive maintenance service and adequate record-keeping of mechanical, water treatment, emergency generator service, automation, console and life-safety devices, security devices and automatic temperature controls, either with the services of County personnel or outside contractors operating under bid awards;
- Performs routine building maintenance, such as repairing hardware, adjusting doors (roll-up and standard), making masonry repairs, replacing light bulbs or tubes, and making plumbing repairs;
- Supervises repairs of kitchen equipment and plumbing either with employees or outside contractors;
- Occasionally tests controls for water-flow and air-delivery volumes in piping and air modulating systems;
- Uses test instruments, such as volt-amp meter, velocity meter (water and air), humidity-temperature recorders and boiler gas analyzer;
- Operates mechanical systems such as chillers, boilers, pumps of various types, air-handling units, air compressors, air dryers, domestic water heaters, and other related systems;
- Periodically verifies and checks life-safety and security equipment such as fire stairs, smoke detectors, fire alarms, door-intrusion alarms, microwave intrusion alarms, halon systems, and related devices;
- Coordinates work with the security and custodial supervisors, bringing to their attention discrepancies or needs in their respective sections as relate to overall building operations;
- May perform work of Plant Maintenance Mechanics in their absence in order to ensure satisfactory and complete building operation and maintenance;
- Maintains information relating to emergency evacuation procedures (i.e., for fires or bomb threats);
- Checks buildings and equipment in emergency;
- Takes active role and responsibility in building evacuation;

Building Superintendent (continued)

- Prepares requisitions for materials, as needed;
- Prepares correspondence, either in the form of reports or letters;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of maintenance operations in large physical plants; ability to diagnose mechanical, plumbing, electrical and electronic problems and to make repairs; ability to maintain a detailed recordkeeping system and to prepare correspondence relating to reports and inquiries; ability to supervise effectively and to maintain harmonious relationships with supervisors, peers, and subordinates; integrity; good judgment; physical condition that will permit activities including, but not limited to, heavy lifting, pushing, stooping, climbing ladders and working under adverse temperatures and/or weather conditions.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school, preferably supplemented by trades or technical courses, and five (5) years of work experience in maintenance services in a large physical facility, including at least one (1) year in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENT: Requires possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.