

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Building Superintendent 3		Class Code: 002WC3
	FLSA Status: Exempt	Salary Schedule: PAT 3	Effective Date: 8-7-13
	Summary: Incumbent is responsible for supervising the building maintenance or a large state building. Incumbent schedules work, determines work priority and has responsibility for all operations of the facilities.		

Duties:

- Plans and prepares specifications for work, materials for new installations and maintenance or repair work as needed;
- Prepares and keeps material, inventory and safety records;
- Plans, directs and coordinates work of subordinates, custodians and repair persons;
- Monitor and maintain the operation of air-conditioning system;
- Inspects building and grounds for needed repairs and/or cleaning;
- Performs preventative maintenance as required and various maintenance repairs on an occasional basis;
- Consults with architects, engineers and outside contractors regarding major repairs and new construction;
- Performs related duties as required.

Job Requirements:

- Considerable knowledge of methods, practices, tools, materials and equipment used in the heating and ventilating, plumbing, electrical and general building trades;
- Considerable knowledge of, and the ability to understand and interpret, detailed plans and specifications;
- Working knowledge of operation of modern air-conditioning equipment;
- Ability to supervise and direct the work of the custodial and maintenance staff;
- Ability to maintain good working relations with outside contractors, employees, department heads and others;
- Ability to keep records and to prepare progress reports.

Difficulty of Work:

Guidelines consist of the electrical, plumbing, building codes, fire codes and established practices and procedures. The work is of moderate complexity consisting of daily application of skills, knowledge and guidelines to individual situations.

Responsibility:

Incumbent is final authority on all building maintenance functions and contributes to the physical operation of the building. Incumbent makes recommendations concerning all phases of operation. Most instructions to incumbent are general except for special jobs or problems where more detailed instructions are required. Unusual problems are discussed at discretion of incumbent and work is reviewed for soundness of judgment and technical accuracy on a spot-check basis.

Personal Work Relationships:

Daily contact is maintained with persons of same agency and/or private contractors for the effective maintenance of building and grounds.