

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Building Superintendent 4		Class Code: 002WC4
	FLSA Status: Exempt	Salary Schedule: PAT 4	Effective Date: 8-7-13
	Summary: Incumbent is responsible work supervising the building maintenance of a state building. Incumbent schedules work, determines work priority and has responsibility for all operations of the facilities.		

Duties:

- Directs and coordinates work of subordinates, custodians and repair persons;
- Answers technical questions from subordinates concerning maintenance;
- Inspects building and grounds for needed repairs and/or cleaning;
- Performs preventative maintenance duties as required and various maintenance repairs on an occasional basis;
- Schedules vacation time for security and maintenance personnel;
- Confers with private contractors regarding major repairs when necessary;
- Performs related duties as required.

Job Requirements:

- Considerable knowledge of the methods, practices, tools, materials and equipment used in the heating and ventilating, plumbing, electrical and general building trades;
- Working knowledge of, and the ability to understand and interpret, detailed plans and specifications;
- Ability to supervise and direct the work of the custodial and maintenance staffs;
- Ability to maintain good working relations with outside contractors and employees.

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:

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