Job Title: Administrative Superintendent, Level 4 (Provisional)

Job ID: 17058

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

GENERAL DUTIES

This is a classified managerial position with four (4) assignment levels. Levels are based upon size of staff and campus:

Under general direction, with wide latitude for the use of independent judgment and initiative, oversees and is responsible for areas such as: cleaning, operating, maintaining, repairing and making improvements to the physical plant and grounds of a campus; the safe and effective operation and maintenance of the campus facilities; reviewing of repair/service requests and making inspections; establishing preventive maintenance plans and standards; the implementation of campus sustainability and energy saving measures; and dealing with outside vendors, contractors, federal, state, local and other entities.

- Assists in, or in the absence his/her supervisor, performs higher level administrative assignments and supervision of staff to ensure the safe and effective operation and maintenance of the plant, mechanical equipment and grounds.
- Serves as a principal assistant to a higher level college executive in one or more areas, such as the cleaning, operation, maintenance, repair and improvements of the physical plant and grounds of a community or senior college.
- Prepares the annual budget for the operation and maintenance of the college buildings and grounds under his/her control.
- Directs buildings and grounds staff in all repair, maintenance, and improvements involving major and minor alterations; directs staff in operation of plant, mechanical equipment and grounds.
- Trains staff in proper procedures involving equipment operation and safety procedures.
- Establishes work standards and procedures.
- Evaluates repair and service requests and makes inspections to determine the need for actual and preventive maintenance.
- Oversees operation and repair of vehicle fleet.
- Plans for the direction the rehabilitation, improvement, and repair work involving alterations to buildings and grounds, such as painting, electrical work, heating, ventilating, and air conditioning plant repairs, plumbing, masonry work, carpentry, gardening, and horticulture work.
- Requisitions, distributes and inspects materials, tools and equipment needed for repairs and maintenance.
- Reviews finished work, time spent, and material used for assigned projects.
- Ensures that waste is properly sorted for recycling or disposal and disposed in the proper manner.
- Is responsible for the proper removal of toxic waste under Environmental Health & Safety Office guidelines.
- Coordinates proper storage of toxic and flammable materials - allots proper space and containers if necessary.
- Assists in making surveys for cost estimates, and checks contractual work in progress for conformance with specifications and blueprints.
- Contracts for maintenance services agreements and ensures adherence to bid specifications; approves payments.
- Is responsible for guaranteeing adherence to bid specifications and approving payments.
- Prepares bid specification for the performance work by contractors for the rehabilitation, improvement, and repair of buildings and grounds, including areas such as painting, electrical work, heating, ventilating, and air conditioning plant repairs, plumbing, masonry work, carpentry, gardening, and horticulture work.
- Develops and oversees preventive maintenance plans and standards.
- Plans for and directs the rehabilitation, improvement, and repair work involving alterations to buildings and grounds, such as painting, electrical work, heating, ventilating, and air conditioning plant repairs, plumbing, masonry work, carpentry, gardening, and horticulture work or prepares bid specifications for the performance of such work by contractors.
- Guides and oversees the implementation of campus sustainability and energy saving measures.
- Acts as a college representative with outside vendors, contractors, federal, state, local and other entities.
CONTRACT TITLE

Administrative Superintendent Buildings-Grounds

FLSA

Exempt

CAMPUS SPECIFIC INFORMATION

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 14,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

Reporting to the AVP for Campus Planning & Facilities, the Administrative Superintendent duties include, but are not limited to the following:

- Interacts with campus customers and stakeholders to ensure that their needs are known and met within the bounds of available resources and that effective communication is conveyed on work status.
- Oversees operations for electrical, plumbing, maintenance, masonry, carpentry, paint, locksmith, auto shop, and other building trades on campus.
- Monitors budgets and ensures that operations are being conducted in the most fiscally prudent manner possible.
- Responsible for promoting and enhancing efficient and safe management, operations, and maintenance of all campus buildings under their stewardship.
- Coordinates strategic, emergency or short-range planning activities for safe operation of campus facilities.
- Reviews and comments on major construction projects or renovations as required by campus administrators.
- Manages in-house campus projects and acts as liaison with campus project managers to direct in-house efforts to support campus projects including developing project schedules, estimates, tracking expenses, directing the work to ensure quality, timeliness, and expenses and produce and provide project reports as required by campus project managers and other agencies such as CUNY and DASNY.
- Monitors work orders and ensures accurate and timely completion of information as required.
- Participates in departmental and campus strategic and long-term planning efforts.
- Ensures that adequate supplies, tools, and training are procured within university guidelines and are readily available in order for the shops to perform duties safely and to the standards and expectations of the campus.
- Works with shops to develop and schedule that campus preventive maintenance and ensure that tasks are is being completed.
- Hires, trains, develops, disciplines and discharges employees as prudent and in consultation with Human Resources and administrative stakeholders.
- Assess staffing levels and resource availability and make recommendations to campus administrators on any adjustments that are required in order to support the campus strategic mission.
- Willing to work from the field and meet with customers and campus stakeholders as required.
- Serves on various campus committees or counsels as required and pertinent to their role on campus.
- Performs other duties as required

MINIMUM QUALIFICATIONS

1. A Baccalaureate degree in a related field of study from an accredited college and four years of related experience of which two years must be progressive full-time managerial/administrative experience dealing with a large staff, in the management and/or operation and maintenance of buildings and grounds such as large hotels, educational complexes, large office buildings, large building or hospital complexes, large gardens or parks; OR

2. A valid New York State Registration as an architect and 3 years of related experience of which 1 year must be full-
time managerial/administrative experience as described in “1” above; OR

3. A valid New York State professional engineers license and 3 years of related experience of which 1 year must be full-time managerial/administrative experience as described in “1” above; OR

4. A valid New York City High Pressure Boiler Operating Engineers license, a four year high school diploma or its equivalent, and six years of related experience of which four years must be progressive full-time managerial/administrative experience as described in “1” above; OR

5. A four year high school diploma or GED and 8 years of related experience of which 4 years must be progressive full-time managerial/administrative experience as described in “1” above; OR

NOTE: An advanced degree in a managerial field from an accredited college may be substituted for an additional year of managerial/administrative experience.

OTHER QUALIFICATIONS

Preferred Qualifications:
- Professional certification such as Certified Facilities Manager (CFM), Certified Educational Facilities Professional (CEFP), or Certified Facilities Executive (CFE)
- Managerial/administrative experience in management and/or operations and maintenance of facilities experience.
- Experience with complex project management utilizing both in-house and contracted resources.

COMPENSATION

Salary commensurate with education and experience.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply, please go to www.cuny.edu; select "Employment," "Search Job Listings," "More Options to Search for CUNY Jobs," then enter the Job ID# in the "Job Opening ID" field. Cover letter, resume and any additional supporting documents for candidacy must be submitted as one file.

CLOSING DATE

August 9, 2017

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.