

Job Title: Administrative Superintendent, Level 2 (Provisional)

Job ID: 30156

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 blue- prints.
- 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 10,000 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.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the Chief Administrative Superintendent of Facilities Management, Planning and Operations, in addition to the general duties, the Level 2 Admin. Superintendent of Custodial Services:

- Oversees daily custodial operations, including cleaning, event support, restorative floor care, and special project cleaning, ensuring high-quality service delivery. Responsible for reporting on custodial activities, including project completion and overall service quality.
- Manages custodial staff, including scheduling, training, performance evaluations, and ensuring compliance with cleaning standards, safety regulations, and campus policies. Maintains detailed records such as

employee attendance, evaluations, and work logs, while partnering with HR to resolve employee-related issues.

- Provides leadership and mentorship to custodial staff, fostering a respectful, collaborative work environment focused on continuous improvement. Ensures all staff receive necessary training and certifications.
- Assists in enforcing custodial policies and procedures, ensuring they align with college regulations and industry best practices.
- Collaborates with campus departments for event planning and setup, ensuring appropriate staffing and equipment readiness for events across campus facilities.
- Monitors and manages custodial supplies, tools, and equipment, ensuring proper inventory levels and equipment maintenance in line with departmental requirements.
- Serves as a liaison between the custodial team and campus departments, addressing feedback and ensuring that custodial services meet the needs of faculty, staff, and students.
- Acts as a key point of contact and is on-call for custodial support for coordinating snow removal with the Administrative Superintendent of Grounds and Events.
- Supervises the campus recycling program including interior collection, sorting, and coordinating with the Grounds shop for disposal and hauling.
- Performs other duties as assigned by the Chief Adm. Superintendent.

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 include:

- 5 years' experience in a custodial position

- 3 years' experience in custodial supervision.
- 2 years' experience supervising 20 or more staff.
- ISSA Certified Expert (I.C.E.) through the International Sanitary Supply Association or similar credential.
- Active membership in APPA, International Facilities Management Association (IFMA), International Sanitary Supply Association (ISSA), or related professional association.
- Valid Driver's License.

COMPENSATION

\$86,348 - \$106,121

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 visit <http://cuny.jobs/> and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

May 10, 2025

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.