

Job Description

Job Title:	Administrative Superintendent of Buildings & Grounds, Level 2 (Provisional)
Job ID:	5300
Location:	Lehman College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

GENERAL DUTIES

Under general direction, with the widest latitude for the use of independent judgment and initiative, serves as a principal assistant to a higher level Administrative Superintendent, a Chief Administrative Superintendent, or other College executive in one or more areas, such as the cleaning, operation, maintenance, repair and improvements to the physical plant and grounds of a community or senior college. Assists a higher level administrator in the assignment and supervision of staff to ensure the safe and effective operation and maintenance of the plant, mechanical equipment and grounds. Directs buildings and grounds staff in all repair and service requests and makes inspections to determine the need for actual and preventive maintenance. Plans 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 specification for the performance of such work by contractors.

CONTRACT TITLE

Administrative Superintendent Buildings-Grounds

FLSA

Exempt

MINIMUM QUALIFICATIONS

1. A Baccalaureate degree in 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 in the management and/or operation and maintenance of buildings and grounds such as large hotels, educational complexes, large office buildings, or large building complexes large gardens or parks; OR
2. A valid New York State Registration as an Architect and 3 years of related experience of which one year must be full-time managerial/administrative experience as described in 1 above; OR
3. A valid New York State Professional Engineer's license and 3 years of related experience of which one year must be full-time managerial/administrative experience as described in 1 above; OR
4. A valid New York City High Pressure Boiler Operating Engineer's 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 its equivalent and eight years of related experience of which four years must be progressive full-time managerial/administrative experience as described in 1 above; OR
6. A combination of education and/or experience equivalent to 1,2,3,4 and 5 above. In addition an advanced degree in a managerial field from an accredited college may be substituted for an additional year of managerial/administrative experience. However, all candidates must possess a high school diploma or its equivalent, and three years of related experience of which one year must be managerial /

administrative as described in 1 above.

COMPENSATION

\$59,970 - \$117,055

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, go to www.cuny.edu, select "Employment", and "Search Job Listing". You will be prompted to create an account. Return to this job listing using the "Job Search" page and select "Apply Now".

CLOSING DATE

February 24, 2012

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.