

TITLE: ASSISTANT SUPERINTENDENT, BC &M

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Department:	Public Works	Job Code:	3851
Division:	Bldg. Const. & Maint.	Date Created:	
Bargaining Status:	LIUNA	Last Amended:	April 2007
Salary Range:	C		
FLSA Status:	Exempt		
Class:	Classified		

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GENERAL STATEMENT OF DUTIES:

Performs professional, technical and administrative work managing the design of various building construction and maintenance related projects through the development of plans and specifications; supervises projects through execution by Town employees or contracted services. Reports to the Superintendent of Building Construction and Maintenance and assumes responsibility for day-to-day operations in his//her absence.

ESSENTIAL FEATURES:

Designs, specifies, and supervises construction and maintenance projects involving all aspects of building trades, methods and techniques.

Performs yearly real property inspections of all buildings and ongoing work projects. Plans and schedules projects to achieve both a financial and functional goal.

Responds to BC & M requests, initiating assignments through customer interface and translation of divisional standards in creating architectural drawings and specifications to be competitively bid.

Designs and prepares, using industry specific software, blueprints and specifications for assignments.

Oversees the execution of a project, providing direction and supervision to subordinates and contracted services. Responsible for contractor performance to insure compliance with specifications.

In conjunction with the Division's mission statement, responsible for the proper operation of all mechanical and electrical equipment, structures and related equipment.

Assists in the preparation and presentation of capital budgets.

Attends BC & M and other Town meetings on behalf of the Superintendent.

Responds to emergency calls at any time.

Operates automotive equipment.

Performs other related duties as assigned.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of construction practices and building materials as they apply to the new construction, alteration, rehabilitation and repair of buildings and their related equipment to include electrical distribution, mechanical piping and refrigeration equipment.

Working knowledge of State and local building, health and fire codes, Federal and State environmental regulations and OSHA standards.

Skilled in the operation of a personal computer with experience in Autocad, Microsoft Word and Excel.

Ability to provide leadership to subordinate skilled trades people, developing team spirit and providing customer satisfaction.

Ability to establish and maintain effective working relationships with supervisors, employees, and the general public.

Ability to prepare and work from blueprints.

Ability to plan and schedule simultaneous projects.

Ability to research and create written reports and oral presentations.

Ability to create construction estimates.

Ability to work independently and exercise sound decision making.

Ability to climb ladders, scaffolding and hydraulic lift equipment to gain access to roof, attic, subterranean and or confined space locations to perform site inspections, trouble shoot and/or direct work effort.

#### MINIMUM QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university in Engineering or Architecture and 5 years of practical experience as a project engineer with 2 years of supervisory experience.
2. An equivalent combination of education and experience to # 1 above.