

## TITLE: SUPERINTENDENT, BLDG. CONSTRUCTION & MAINTENANCE

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Department:	Public Works	Job Code:	3850
Division:		Date Created:	
Bargaining Status:	LIUNA	Last Amended:	January 2007
Salary Range:	L-A		
FLSA Status:	Exempt		
Class:	Classified		

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### GENERAL STATEMENT OF DUTIES:

Performs professional and administrative work leading and managing the Building Construction and Maintenance Division within the Department of Public Works. Responsible for the maintenance, repair and construction of all town buildings and structures except those assigned to the Board of Education. Responsible to deliver Department's mission statement, instill leadership to the division's internal workforce, executes administrative policies and procedures, provides technical direction and is responsible for the financial management of the Division's budget.

Position reports directly to the Commissioner of Public Works.

### ESSENTIAL FEATURES:

Directs Division's internal work force of skilled trades to perform general repair, construction and rehabilitation to all Town buildings to include HVAC, plumbing, electrical, electronics, carpentry, masonry, and painting. Further direct the Division's janitorial staff in the custodial cleaning of all Town facilities.

Leads and manages Division through subordinates.

Sets Division priorities to balance a multitude of various work requests against available manpower and funding. Factors in other assigned responsibilities including receiving residents' property from court ordered evictions.

Responds to off hour and weekend emergencies that will affect a disruption in Town business; advises the Commissioner of Public Works and the First Selectman. Makes necessary technical and financial decisions to restore service.

Perform real property inspections of both the interior and exterior of the buildings to develop and maintain a five-year capital plan of improvements. Analyzes the cost of the various improvements against the value of the asset and recommends action. Confers with other Town department heads to establish facility and infrastructure needs of their operations within the assigned buildings to include space planning, furniture, and operational equipment requirements.

Develops plans and specifications for public bidding of construction and service contracts as well as estimate costs of construction. Serves as Town liaison between Architects, Engineers and other professional consultants in planning, designing, and specifying building construction projects. Directs contractor activities in performing work on Town buildings to insure quality of workmanship, compliance to specifications and complete work within the approved budget.

Prepares the Division's annual operating budget requests and submits budget requests through the established funding procedure. Directly responsible for the expenditures against the approved budget and for maintaining a history of improvements and repairs to each of the buildings.

Responsible for the distribution of building services, i.e., water, electric, gas, and fuel oil and is the point of contact with the various utility companies. Develops and implements energy conservation projects and programs.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of materials, methods, practices, standards for the construction, maintenance, rehabilitation and operation of buildings and structures. Versed in the principles of architecture, structural, mechanical and electrical engineering with experience in space planning techniques as applied to maintaining and constructing buildings.

Considerable knowledge of EPA and DEP standards concerning air, water, ground, asbestos and lead regulations. Working knowledge and experience with local and state building, health and fire codes. Working knowledge of OSHA regulations pertaining to building construction and maintenance trades.

Skilled in verbal and written communications with an ability to develop and deliver public presentations and have contact with members of the news media. Establish and maintain effective relationships with supervisors, associates, professionals, officials of other government agencies and the general public.

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

Ability to estimate construction costs and quantities, create plans and specifications, develop divisional administrative procedures, acquire and analyze financial data to evolve the yearly budget request.

Ability to provide leadership in directing Division employees, evaluating their performance and quality of work. Establish communications with subordinates to resolve concerns and execute health and safety training to promote a safe work environment.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university in Architecture or Engineering with 8 years of progressively responsible experience in the facilities management field including 5 years in a supervisory capacity with financial authority.