

**BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
18 SOUTH PERRY STREET
POUGHKEEPSIE, NEW YORK 12601**

**RECRUITMENT BULLETIN # 22-23-189
JANUARY 2023**

**SUPERVISOR OF BUILDINGS AND GROUNDS
POUGHKEEPSIE CITY SCHOOL DISTRICT**

NOTICE OF POSITION

POSITION:

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

**Supervisor of Buildings and Grounds
(Poughkeepsie City School District)**

APPLICATION

Candidates must complete an application available to print through the Human Resources Tab www.poughkeepsieschools.org

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **PLUS:**

EITHER:

(A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Building Science, Engineering or related field AND three (3) years of experience in general building maintenance and/or building trades work, one (1) year of which must have been in a supervisory capacity;

OR:

(B) Five (5) years of experience in general building maintenance and/or building trades work, one (1) year of which must have been in a supervisory capacity;

OR:

(C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

DUTIES:

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

This is important supervisory work involving responsibility for efficient and high quality maintenance work in buildings and grounds. This person has charge of and performs a variety of tasks in connection with the maintenance and repair of municipal buildings and property. Work is performed according to general practices, policies and objectives outlined by administration, but the use of a considerable amount of independent judgment is required in the organization of work and in the planning and directing of others.

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Directs, supervises and participates with assigned custodial and maintenance staff in the safe and efficient maintenance and operation of municipal buildings and grounds;
2. Participates in the selection, training and development of subordinate custodial and maintenance staff;
3. Develops, schedules and manages a preventive maintenance program designed to maintain buildings, grounds and equipment in safe operating condition;
4. Makes periodic inspections of buildings and grounds, especially heating plants and special hazard equipment;
5. Identifies and reports mechanical and structural deficiencies and the need for repair or replacement;
6. Investigates and reports on damage to buildings with recommendations for repair and preventative maintenance;
7. Prepares preliminary plans, specifications and cost estimates of assigned repair and alteration projects;
8. Prepares maintenance and operation budgets and justifications;
9. Directs snow and ice control activities, tree and decorative planting and pruning, athletic field and swimming pool maintenance;
10. Prepares reports and attends meetings as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of practices, processes, tools and materials used in maintenance of buildings, mechanical, electrical and sanitary equipment; skill and aptitude as a general mechanic; ability to carry out detailed instructions; good knowledge of budgeting practices and procedures; working knowledge of safety practices in construction and maintenance; ability to draw up materials specifications; ability to read blueprints; ability to establish and maintain effective working relationships with others; ability to prepare oral and written reports; ability to analyze and develop solutions for building maintenance problems; ability to plan and supervise the work of others; good judgment; physical condition commensurate with the demands of the position.

APPOINTMENT:

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be scheduled where appropriate.

**This position will be appointed provisionally.*

SALARY: \$80,000

EFFECTIVE DATE: As soon as possible after offer of employment

APPLICATION DEADLINE: Open until filled

SEND LETTER OF INTEREST & RESUME: Dr. Timothy Wade
Assistant Superintendent of Administrative Services
18 South Perry St.
Poughkeepsie, New York 12603
cc:hroffice@poughkeepsieschools.org

The Poughkeepsie City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age, or marital status; nor does it apply any other arbitrary measure which would tend to deprive persons of their constitutional rights.