

**HOUSING MAINTENANCE AND CUSTODIAL
OCCUPATIONAL GROUP [504]**

ASSISTANT RESIDENT BUILDINGS SUPERINTENDENT

General Statement of Duties and Responsibilities

Under general supervision, supervises the operation and maintenance of properties of the Housing Authority; or, in the central office or borough offices, supervises skilled and semi-skilled employees in major repair programs. Utilizes a computer. May operate a motor vehicle. Performs related work.

Examples of Typical Tasks

Schedules and supervises the care and cleaning of public spaces within Housing Authority buildings and grounds.

Supervises the maintenance of facility services, including water, gas, electricity, heat, hot water and waste disposal.

Supervises the maintenance of mechanical equipment including elevators, and appurtenances thereto.

Assists in making repairs and adjustments to structures and equipment.

Supervises the maintenance of landscaped areas.

Supervises and assists in preparing reports and keeping records.

May operate a motor vehicle.

**HOUSING MAINTENANCE AND CUSTODIAL
OCCUPATIONAL GROUP [504]****ASSISTANT RESIDENT BUILDINGS SUPERINTENDENT** (continued)**Qualification Requirements**

1. One year of permanent service in the title of Supervisor of Housing Caretakers, Heating Plant Technician (Housing Authority), Maintenance Worker or Supervising Housing Groundskeeper; or
2. A four year high school diploma or its educational equivalent, plus four years of experience in the operation, repair and maintenance of large tenanted buildings, two years of which must have been in a supervisory capacity over at least two employees. Higher education may be substituted for up to two years of this experience on the basis of 30 semester credits from an accredited college for each year of experience. However, all candidates must have at least two years of experience supervising at least two maintenance employees.

Note:

A Motor Vehicle Driver License valid in the State of New York may be required for certain assignments. If required, this license must be maintained for the duration of the assignment.

Direct Lines of Promotion

<u>From:</u>	Supervisor of Housing Caretakers (80210) Heating Plant Technician (Housing Authority) (91619) Maintenance Worker (90698) Supervising Housing Groundskeeper (81358)	<u>To:</u>	Resident Buildings Superintendent (80310)
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