

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

**RESIDENT BUILDINGS SUPERINTENDENT**

**General Statement of Duties and Responsibilities**

Under general direction, supervises the operation and maintenance of properties of the Housing Authority; or, in the Authority's central office, supervises skilled and semi-skilled employees in major repair programs; implements established procedures; establishes work schedules; develops job instructions to maintain and/or improve agency standards. May utilize computers. Performs related work.

**Examples of Typical Tasks**

Schedules and supervises the care, cleaning and policing of all 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 structures and mechanical equipment, including elevators and appurtenances thereto.

Inspects work of maintenance contractors.

Supervises the repair and adjustment of structures and equipment.

Supervises the maintenance of roof tanks, standpipe systems, hoses for standpipe systems, sprinkler systems, and auxiliary equipment thereto.

Trains and instructs maintenance employees.

**HOUSING MAINTENANCE AND CUSTODIAL  
OCCUPATIONAL GROUP [504]****RESIDENT BUILDINGS SUPERINTENDENT** (continued)**Examples of Typical Tasks** (continued)

Supervises the care of landscaped areas.

Takes action in response to requests for necessary repairs and adjustments to structures and equipment.

Schedules and supervises redecorating as directed.

Keeps records and accounts of equipment and supplies and prepares appropriate reports.

**Qualification Requirements**

A four year high school diploma or its educational equivalent, plus five years of supervisory experience in the operation, repair and maintenance of large tenanted buildings, three years of which must have been in responsible charge of properties having not less than seven maintenance and operations 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 three years of experience in responsible charge of properties having not less than seven maintenance and operations employees.

**Direct Lines of Promotion**

**From:** Assistant Resident Buildings  
Superintendent (80305)

**To:** Administrative Housing  
Superintendent (M 10019)