

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification & Salary Guidelines

**Occ. Code 7111000**

**Building Superintendent, NS                      Grade 14, 18, 23, M-2, M-3                      7111000**

Brief Description of Class

Building Superintendents, under general direction of a higher-level Public Buildings Manager or other exempt supervisor over facility management, oversee the maintenance, custodial, security and vehicular parking operations of a facility or group of facilities.

Distinguishing Characteristics

*Building Superintendent*

The level of Building Superintendent is distinguished by reporting relationship; age and condition of facility; historic status of facility; scope of capital projects; facility size (square footage); whether the facility stands alone or is part of a complex/cluster; number of tenants and presence of high-profile occupants or those with unique needs, such as legislators or court employees; extent of use of facility by the public during the day, nights, and weekends; scope of facility management responsibilities (e.g., renovation, maintenance, grounds, parking, security, etc.); number and level of subordinate staff, including contractors; and presence of supervisory staff on site. Incumbents may serve as assistants to higher-level Public Buildings Manager or Building Superintendent.

Grade 14: manages a small facility with typical building usage; may serve as assistant; has a limited scope of responsibility and work is closely guided by supervisor; and supervises a small number of custodial State staff or contractors.

Grade 18: manages a single facility or cluster of smaller facilities with diverse building usage; may serve as assistant; and has a broader scope of responsibility and works more independently.

Grade 23: manages a large office building or stand-alone building with unique characteristics such as high-profile or diverse tenants, extensive public use, significant

capital projects, or special historic restoration requirements; or serves as member of the agency's building management team.

M-2: oversees facilities management in a region or serves as assistant director over a region with more than five million square feet of space or building population of 10,000 tenants.

M-3: serves as an assistant director of the largest and most complex buildings with more than five million square feet of space or building population greater than 10,000 tenants.

### Illustrative Duties

#### *Building Superintendent*

- Coordinates the use of facilities with government officials, legislators, and public and private groups.
- Represents executive management in dealings with other State agencies, local officials, civic and private organizations, and the public in reference to facilities.
- Supervises the operation and maintenance of mechanical and electrical distribution systems in the facility.
- Discusses and recommends approval or disapproval of alterations and repairs requested by tenant agencies.
- Maintains a healthy and safe environment for tenants and visitors; and ensures that proper procedures are developed and implemented.
- Ensures that budget requests and justifications are prepared and transmitted to management staff.
- Maintains reporting system on accidents, maintenance contracts, repair projects, and custodial and maintenance programs.
- Inspects facility for cleanliness, equipment condition, adherence to operational procedures, and effectiveness of emergency plans.
- Supervises State and contract staff.

### Minimum Qualifications

Grade 14: four years of relevant experience.\*

Grade 18: bachelor's degree and two years of relevant experience.\*

Grade 23: bachelor's degree and three years of relevant experience.\*

M-2: bachelor's degree and five years of relevant experience.\*

M-3: bachelor's degree and six years of relevant experience.\*

\*Substitutions: four years of specialized experience or associate's degree and two years of specialized experience may substitute for bachelor's degree; J.D. or master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.

**Note:** Classification & Salary Guidelines illustrate the nature and scope of duties and responsibilities of the exempt classes they describe, and the recommended salary ranges for such classes. These guidelines cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those recommended for appointment at the time the guidelines were written.

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