

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

Classification Standard

*Occ. Code 7100001*

<b>Plant Superintendent C, Grade 21</b>	<b>7100001</b>
<b>Plant Superintendent B, Grade 23</b>	<b>7100002</b>
<b>Plant Superintendent A, Grade 25</b>	<b>7100003</b>

Brief Description of Class Series

Positions in this title series manage and oversee the daily operations of the physical plant/engineering and maintenance departments at State facilities, institutions or campuses. Incumbents of these positions plan, supervise, coordinate, and direct the activities of subordinate Plant Utilities Engineers and others engaged in the installation, operation, maintenance, troubleshooting, repair, testing, and calibration of mechanical and electrical equipment providing heat, hot water, ventilation, air-conditioning, water/sewage treatment, and electrical distribution; oversee skilled, semiskilled, and unskilled "trades" positions engaged in maintenance, repair, rehabilitation, and construction activities; develop, review, amend, and ensure the implementation of policies and procedures related to facility physical plant and maintenance operations; perform contract administration activities; and perform other activities intended to improve their facility's operating efficiency or otherwise realize maximum advantage from physical plant investment. Plant Superintendents frequently oversee grounds keeping programs, cleaning, janitorial or housekeeping services, transportation/motor vehicle services and maintenance, and safety and security services, in addition to their assigned physical plant and maintenance operations. They may also oversee such operations as laboratory equipment design and fabrication; maintenance of manufacturing machinery; and swimming pool maintenance depending upon the needs of their assigned facility. When classified to serve at the Department of Corrections and Community Supervision (DOCCS), Plant Superintendents assist in the care and confinement of incarcerated individuals sentenced to the custody of the Department, and as such, assist in the overall operation of the facility to which they are assigned.

These positions are classified Statewide, with the largest number of positions found in the facilities operated by DOCCS, the Office of Mental Health (OMH), and the Office for People With Developmental Disabilities (OPWDD).

Distinguishing Characteristics

Plant Superintendents C, B, and A perform identical duties. The "levels" of the title series are differentiated from one another for classification purposes by the size of

their assigned facilities, measured in: 1) square footage; and 2) incarcerated individual, patient, consumer, or student population(s).

*Plant Superintendent C:* classified to manage physical plant activities at State facilities of 200,000 to 749,999 square feet, or facilities with incarcerated individual, patient, consumer or student populations of less than 1,500.

*Plant Superintendent B:* classified to manage physical plant activities at State facilities of 750,000 to 1,499,999 square feet, or facilities with incarcerated individual, patient, consumer or student populations of 1,500 to 4,999.

*Plant Superintendent A:* classified to manage physical plant activities at State facilities of at least 1,500,000 square feet, or facilities with incarcerated individual, patient, consumer or student populations of greater than 5,000.

In addition to the above, there are numerous other factors which may impact a position's classified "level," including, but not limited to: number of subordinate staff supervised; age of the assigned facility; complexity of a facility's mechanical and electrical systems; requirement to oversee service contract compliance; number, type, and scope of service contracts managed; and responsibility for structures that are geographically dispersed from the primary physical plant.

### Related Classes

Maintenance Supervisors 3 and 4 plan, supervise, coordinate, and direct the activities of sizable staffs of skilled, semiskilled, and unskilled "trades" positions engaged in maintenance, repair, rehabilitation, and construction activities at State facilities. Maintenance Supervisors 3 and 4 typically report to positions in the Plant Superintendent title series, but may report to other high-level facility/building managers or administrators depending upon their organizational assignment.

Plant Utilities Engineers 3 and 4 plan, supervise, coordinate, and direct the activities of subordinate Plant Utilities Engineers and others engaged in the operation, maintenance, troubleshooting, repair, testing and calibration of mechanical and electrical equipment providing heat, hot water, ventilation, air-conditioning, water/sewage treatment, and electrical distribution at State facilities. Plant Utilities Engineers 3 and 4 typically report to positions in the Plant Superintendent title series, but may report to other high-level facility/building managers or administrators depending upon their organizational assignment.

Public Building Managers 2 independently manage a facility, or a cluster of facilities, with diverse tenants and visitors, that may be the site of public weekend activities. Incumbents in these positions exercise independent judgment to address unexpected incidents and program considerations; implement policies and procedures; and may supervise subordinate Public Buildings Managers.

Regional Park Maintenance Supervisors plan, supervise, coordinate, and direct regional maintenance and Capital Construction/Rehabilitation Programs within the Office of Parks, Recreation and Historic Preservation. Incumbents supervise crews of permanent and temporary trades-people, coordinate daily and long-range maintenance/rehabilitation projects, perform various administrative duties and actively participate as a member of regional administration.

### Illustrative Duties

Plans, supervises, coordinates, and directs the activities of subordinate physical plant/engineering and maintenance staff.

- Plans maintenance, repair, rehabilitation, and construction projects.
- Establishes work priorities. Assigns work to subordinate staff. Reassigns staff to address health and safety issues or other priorities, as required.
- Oversees work in progress to ensure that assignments are completed on schedule. Provides technical assistance and instruction to subordinate supervisors and workers, as required.
- Reviews completed work to assure quality and adherence to instructions.
- Performs time and attendance functions. Reviews employee time cards; approves overtime and leave; counsels staff for time and attendance issues when required.
- Prepares and/or reviews performance evaluations. Counsels staff to improve job performance when necessary.
- Participates in Labor Relations activities/disciplinary hearings, as required.
- Participates in the recruitment and/or selection of new physical plant and maintenance personnel. Conducts interviews; makes recommendations for appointment; monitors probationary reports on new staff; and makes final recommendations for retaining or terminating new staff or contractors.
- Participates in the development of training programs to meet staff needs.

Develops, reviews, amends, and ensures the implementation of policies and procedures related to facility physical plant/engineering and maintenance operations including: receiving, scheduling, and tracking the progress of requested work and the inspection of completed work; procedures for the operation of maintenance storerooms with respect to requisition and distribution of supplies to operating personnel, inventory system, and

security; preventative maintenance procedures for all equipment and vehicles which are the responsibility of the maintenance department; and procedures for requesting repair work and alterations or construction including man-hour estimates and costs.

- May participate in the update and review of facility procedures and internal controls for purpose of maintaining facility accreditation.

Performs a variety of contract administration activities.

- Participates in the development of contract specifications.
- Participates in contract negotiations.
- Participates in the interview and selection of contractors.
- Administers all maintenance contracts for primary building systems: HVAC and environmental control; life safety system (fire alarm/sprinkler system); emergency power and generator system; various lab equipment/systems.
- Oversees all maintenance contractors while on site. Ensures that contractor work is completed according to contract specifications by periodically inspecting work performed and meeting with contractors and supervisory staff. Resolves issues associated with quality and quantity of work performed by contractors.

Performs other activities intended to improve their facility's operating efficiency or otherwise realize maximum advantage from physical plant investment.

- Monitors the operations of primary building systems. Evaluates needs for building/systems improvements and makes recommendations for priorities based on fiscal constraints and regulatory compliance.
- Conducts energy conservation evaluations and makes recommendations based on findings.
- Develops a systematic program to monitor productivity and performance and determine standards to allow for the maximum utilization of personnel and resources.
- Plans, reviews, and updates preventive maintenance programs, including oversight of maintenance contracts.
- Ensures that facility structures and systems remain in compliance with various federal and State regulatory agencies. Ensures that any deficiencies are addressed/remediated in as expeditious a manner as possible.

Develops capital project specifications with architects, construction managers, engineers, and representatives from the Office of General Services (OGS), OMH Bureau of Capital Operations; and the Dormitory Authority of the State of New York (DASNY).

Performs various fiscal tasks for the physical plant/engineering and maintenance departments.

- Prepares annual budgets for the physical plant/engineering and maintenance departments.
- Allocates/reallocates staff and fiscal resources as needed.
- Determines purchasing needs related to building and maintenance of grounds, facility buildings, etc. Approves/signs purchase orders.
- Meets with the Business Officer or other facility administration to review expenditures against budgets.

Performs other managerial activities, as required.

- Serves on various facility committees, such as the safety committee.
- Participates in weekly construction meetings.
- Serves as a liaison between facility administration, contractors, and officials in the Agency's Main Office.
- May serve on DOCCS' good behavior time allowance committees as outlined in their Title 7, Chapter 5: Procedures for Standards of Incarcerated Individual Behavior and for Granting Good Behavior Time Allowances.
- May assist with, conduct, and/or make determinations on incarcerated individual disciplinary hearings.
- Ensures compliance with various regulatory agencies.
- Oversees mandated self-assessment environmental reviews, which require inventorying and cataloging environmental exposures.
- With input from staff, develops plans for correcting exposures and for remediation timeframes.
- Prepares final reports for review and submission to these regulatory agencies.

## Minimum Qualifications

### *Plant Superintendent C*

Promotion: one year of permanent service as a Plant Utilities Engineer 3, Maintenance Supervisor 3, or Maintenance Supervisor 2 (Building).

### *Plant Superintendent B*

Promotion: one year of permanent service as a Plant Superintendent C.

### *Plant Superintendent A*

Promotion: one year of permanent service as a Plant Superintendent B.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 3/2026

KDH