ORANGE COUNTY CLASS SPECIFICATION

TITLE: SUPERINTENDENT OF BUILDING CONSTRUCTION **GRADE:** 14

TITLE ABBREVIATION: SUPT BLDG CONST **TITLE NO.:** 6724

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE** OA **FLSA CODE:** PR

DEPARTMENT: PUBLIC WORKS **DIVISION:** ENVIRONMENTAL FACILITIES AND SERVICES

SUPERVISOR'S TITLE: PRINCIPAL SANITARY ENGINEER (EF&S), DEP COMMISSONER, DPW

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the assurance of strict compliance with plans, specifications, contracts, and other standards related to the advancement, repair, maintenance, improvement and inspection of various County facilities and infrastructures. The essential nature of the work is such that the incumbent is responsible for the exercise of judgment related to the construction, alteration, and maintenance of County buildings, grounds, parking lots, wastewater collection systems, pump station, treatment works and/or other facilities and infrastructures. This class differs from that of Building Construction Supervisor by virtue of its expanded scope, level of responsibility and supervisory responsibilities. Work is performed under the general supervision of a Principal Sanitary Engineer (E. F. & S.) or Deputy Commissioner of E.F.&S. Supervision is exercised over the work of subordinate personnel. Does related work as required.

TYPICAL WORK DUTIES:

1. Conducts frequent inspections of County facilities and infrastructures, pertaining to their construction, maintenance, upkeep, repair, improvement and/or cleanliness;

2. Assures that field crews are properly and adequately trained in confined space, respiratory protection, hazardous awareness, traffic safety, and other pertinent and/or required topics as required by federal, state, and/or local laws;

3. Acts as liaison between the County, sub-contractors, builders, owners, developers and suppliers;

4. Represents the County's interests in job meetings of project participants;

5. Schedules construction, maintenance, cleaning, and/or inspection activities and assigns to appropriate personnel;

6. Makes certain that building environmental comfort is provided for through ensuring the proper function of the various mechanical, electrical and plumbing systems and various control equipment and mechanics governing those systems;

7. Coordinates work schedules of all contractors and county employees on projects to assure smooth work flow;

8. Identifies needs, estimates amounts, and procures commodities and contract services in accordance to county procurement procedure;

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9. Maintains daily records of construction projects and maintenance activities to justify monthly billings/payments;

10. Prepares reports and maintains records including, but not limited to, time cards, employee attendance, activity records, equipment maintenance and repair, inventory and material costs;

11. Performs final inspection and punch list prior to project acceptance and prepares final reports;

12. Supervises/inspects house connections to existing sanitary sewers and main line extensions;

13. Provides inspection services to local municipalities and private contractors, and billing for same.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of principles and techniques of general facility and infrastructure construction and maintenance; good knowledge of building trades, including carpentry, electrical wiring, plumbing, masonry, concrete, heating, air conditioning, structural and reinforcing steel, drainage and sanitary piping; good knowledge of OSHA standards; good knowledge of modern supervisory methods; working knowledge of State and local building codes; ability to read and interpret plans, specifications, blueprints and other contractual documents and ability to recognize deviations from same; ability to plan and supervise the work of others; ability to maintain records and prepare reports; ability to express technical concepts clearly and effectively; ability to gain cooperation of others; visual acuity; resourcefulness; honesty; thoroughness; good judgment; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Engineering Technology, Construction Technology or related field and five (5) years waste management or construction work experience that was involved in the design, construction, maintenance, and/or inspection of new and/or existing facilities and infrastructures, two (2) of which involved the supervision of work crews; OR

(B) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of work experience as described in (A) above, two (2) of which involved the supervision of work crews.

SPECIAL REQUIREMENT: Must possess and maintain a valid Commercial Driver's License with a "B" Classification (CDL – B).

REVISED: 12/2/2021 AT