

.....

Class Specifications
for the

INSTITUTION FACILITIES SUPERINTENDENT SERIES

This series includes all classes of positions the duties of which are to manage and/or direct the physical plant operation and maintenance of an institution and surrounding grounds. An Institution Facilities Superintendent is concerned with the technical operations of the physical plant, or planning and coordinating plant operations, correcting mechanical failures, maintaining the plant, surrounding grounds and/or roadways and preventing, relieving and correcting the disruption of vital services.

Positions in this series plan, organize and direct the work involved (generally, through intermediate supervisors); schedule work activities for minimum interference with institution activities; interpret policies and make administrative decisions; and analyze reports and take corrective actions. An Institution Facilities Superintendent must be constantly alert to the need for corrective or other actions.

Institution Facilities Superintendents are responsible for various combinations and degrees of the following typical examples of activities: physical plant maintenance including maintenance and repair of equipment, buildings and grounds; landscaping; roads maintenance and repair; food service operations; operation of livestock or other farm activity; automotive repair and/or maintenance; laundry activities; procurement, receipt, storage and issuance of supplies; refrigeration and cold storage plant operations; maintenance and operation of utility systems; operation of a crematory and maintenance of cemetery grounds; security; operation and maintenance of mechanical and power equipment such as boilers, washers, dryers, chlorination, refrigeration, etc.; budget preparation and other administrative housekeeping activities; patients' community, recreational and social activities; on-the-job training of inmates, wards, residents or patients; and in-service training of subordinates.

Although none of the Institution Facilities Superintendents are identical, there are certain areas of responsibilities which all Institution Facilities Superintendents share in varying degrees. All institution Facilities Superintendents are

responsible for physical plant maintenance including the maintenance and repair of equipment and buildings. They are all involved in working with other agencies and private individuals in the planning, construction and inspection of new buildings or the renovation of buildings. Institution Facilities Superintendents are responsible for budgeting and controlling the expenditures of their unit, planning and scheduling the work and finally seeing that men, money and materials are used in the most economical and efficient manner. Other technical operational and related duties and responsibilities are evidenced in the different positions in various combinations.

The levels in this series are distinguished on the basis of the nature and scope of activities supervised; the nature and scope of administrative responsibilities (this ranges from the position with barely any visible administrative responsibilities to those with a relatively well-developed business staff and a degree of authority and responsibility for the administrative functions for most of the institution); supervision exercised; supervision received (normally, supervision received in the technical areas of work is of a general nature for all positions, but the supervision received in administrative matters may vary in degree and should be looked at in relation to other factors); guidelines available and the nature and scope of recommendations, decisions, commitments and conclusions.

The institution in which a position is located is also considered in distinguishing levels, inasmuch as factors such as the kinds of maintenance and repair projects undertaken or contracted out are directly related to the institution and its organization (kinds of activities carried out at the institution and the equipment needs of these activities such as number and kinds of boilers, refrigeration and cold storage plants, etc.; location of the institution; available manpower; inmate, ward, resident or patient population; kinds, number and size of buildings and related facilities; size and use of surrounding grounds, etc.).

In evaluating a position, all factors (the more obvious as well as the implied) must be considered in relation to the position and class specifications.

- - - - -

This is an amendment to the class specification for the INSTITUTION FACILITIES SUPERINTENDENT SERIES approved on May 7, 1969, due to incorporation of managerial level in EMCP in accordance with Act 254, SLH 1980, and a change in title to INSTITUTION FACILITIES SUPERINTENDENT I and II effective November 16, 1982.

DATE APPROVED: 11/16/82

Clement L. Kamalu
for DONALD BOTELHO
Director of Personnel Services

INSTITUTION FACILITIES SUPERINTENDENT I 2.105
(INSTITUTION FACILITIES SUPT I)

Duties Summary:

Plans, organizes and directs the maintenance and repair of buildings, equipment and roads of an institution; directs landscaping, food services and related activities; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its responsibility for managing and directing some of an institution's physical plant and related operations. Responsibility is the activities of a relatively small section or unit of the institution, usually comprised of twelve or fewer classified, full-time employees. Inmate, ward, resident or patient help are utilized in varying numbers. An institution in which a position of this class is located near an area where the source of labor and skills necessary for maintenance and operations are more readily available.

Examples of Duties:

Manages, plans, directs and inspects the repair and maintenance of institution buildings, roads and equipment or arranges for such services; schedules repairs and preventive maintenance; estimates costs of projects; directs the construction, repair and/or maintenance of utility systems

located within the institution; works with other agency personnel, contractors and others in planning for new structures and the renovation of buildings, preparing specifications, obtaining bids, inspecting construction, etc.; inspects facilities, utility systems and equipment for safe operating condition and repair needs; directs the operation of the institution's kitchen and dining room in the preparation and serving of meals; directs the operation of a storeroom and/or commissary; directs the requisitioning, storage and issuance of supplies, materials and tools; reviews and approves requisitions and controls expenditure of funds; maintains records of expenditures; assumes responsibility for safety and fire prevention programs; maintains inventory records; may direct landscaping and/or farm activities; may direct the institution's laundry operations; assigns work; reviews and evaluates the work of subordinates; establishes operating policies and procedures and assures compliance by subordinates; prepares correspondence and reports; prepares budget requests for his immediate section or unit with the assistance of subordinates; may serve as member of a classification committee; conducts and/or participates in staff meetings; assists in the apprehension of escapees as required; organizes and directs on-the-job training of inmates, wards, residents or patients; and coordinates and/or directs in-service training of subordinates.

Knowledge and Abilities Required:

Knowledge of: Principles of planning and organization as applied to a construction and maintenance program; practices, tools, equipment, materials and processes used in the construction and maintenance of buildings, equipment, roads, grounds and utility systems; safety and fire prevention practices; supply and inventory recordkeeping practices; principles and practices of supervision.

Ability to: Plan, organize and direct the work and activities of various employees, wards, inmates, residents and/or patients in carrying out the physical plant operations and other related activities such as food services, laundry, etc.; plan and direct a preventive maintenance program; check the physical plant and construction and maintenance projects in progress and recognize hazards, defects, inefficiencies and violations of policies and regulations; read and interpret construction plans and specifications; detect the malfunctioning of equipment; prepare reports and correspondence; make cost estimates; plan,

layout and oversee the work of subordinates; give clear and concise oral and written instructions; work well with others; conduct staff meetings.

Equipment referred to in this class generally includes such items as: boilers, washers, dryers, mangles, steam presses, sewing machines, kitchen equipment, refrigerators, walk-in cold storage units, electrical and power equipment used in various trades, etc.

INSTITUTION FACILITIES SUPERINTENDENT II 2.106
(INSTITUTION FACILITIES SUPT II)

Duties Summary:

Manages, plans, organizes, directs and coordinates, primarily through subordinate supervisors, most or all of an institution's physical plant and other related activities; and performs other related duties as assigned.

Distinguishing Characteristics:

Institution Facilities Superintendent II positions are generally of four types:

1. An Institution Facilities Superintendent with responsibility for managing and directing most of a large institution's physical plant and other related operations. Such a position is usually responsible for conducting the activities of a rather large staff through subordinate supervisors. The administrative or business and fiscal management responsibilities for such a position are normally confined to the position's own organizational section except in those matters which relate not only to the position's section but also to one or more of the other sections of the institution.
2. An Institution Facilities Superintendent with responsibility for all of a moderate-sized institution's physical plant and related operations. Such a position generally heads a unit staffed primarily with supervisory personnel who, in turn, provide guidance and supervision to institutional helpers (inmates, wards, residents or

patients). The administrative or business and fiscal management responsibilities for such a position are normally confined to the position's own organizational section except in those matters which relate not only to the position's section but also to one or more of the other sections of the institution.

3. An Institution Facilities Superintendent with responsibility for managing and directing all physical plant and related activities for a small institution. A position of this type is also responsible for managing all of the institution's administrative functions in addition to being responsible for other allied activities included in an institution community such as recreational and social activities.
4. An Institution Facilities Superintendent with responsibility for managing, supervising and directing the activities of a relatively small section or unit of the institution, usually comprised of 12 or fewer classified employees. In this respect, such a position is like that of the next lower level, except that, in addition, a position in this class is located in a remote and/or isolated area which affects the ready availability of labor, utilities, supplies, etc., which are necessary to the operation of the institution. This, in turn, affects the difficulty and responsibility in securing and carrying out services of the Institution Facilities Superintendent's position.

Examples of Duties:

Manages, plans, directs and inspects the repair and maintenance of institution buildings, roads and equipment; works with other agency personnel, contractors and others in planning for new structures and the renovation of buildings, preparing specifications, obtaining bids, inspecting construction, etc.; inspects facilities, utility systems and equipment for safe operating condition and repair needs; plans and schedules repairs and preventive maintenance projects including the establishment of project priorities; plans and directs the construction, repair and/or maintenance of utility systems; directs the operations of the institution's food services activities; directs the operation of a warehouse, storeroom and/or commissary; may direct the operation of a small institution store; directs the

requisitioning, storage and issuance of supplies, materials and tools; reviews and approves requisitions; controls expenditure of funds; maintains or directs the maintenance of fiscal, personnel and/or other clerical records; plans and directs the institution's safety and fire prevention programs; directs the maintenance of inventory records; directs landscaping activities; directs farm activities; directs the institution's laundry operations; directs various housekeeping activities such as sewing operations, cleaning or janitorial services, etc.; assigns work; reviews and evaluates work of subordinates; may conduct studies such as those relating to manpower needs of the institution, the most efficient and economical use of men, money and materials or building, equipment and other needs of the institution; establishes operating policies and procedures; prepares correspondence and reports; prepares budget requests for his immediate section or unit; may review, consolidate and prepare in proper form, budget requests for the entire institution; may serve as a member of a classification committee; may plan, arrange for and coordinate the institution's community, recreational and social activities; may participate in long- and short-range planning for the institution's budgetary and other requirements; conducts staff meetings; participates in institution staff and departmental staff meetings; confers with and maintains good relationships with other agencies' staffs, private individuals and groups; may assign quarters to residents; provides for internal security; assists in the apprehension of escapees as required; organizes and directs on-the-job training of inmates, wards, residents or patients; and coordinates and/or directs in-service training of subordinates.

Knowledge and Abilities Required:

Knowledge and abilities required are the same as at the next lower level, but the broader scope of operations requires greater planning and coordinative skills.

Also, in addition to those equipment operated, maintained and repaired at the next lower level, chlorination equipment, power plant and sewage system are operated, repaired, and/or maintained.