

CITY OF EAST PROVIDENCE

Employment Opportunity



Assistant Superintendent of Public Buildings

Pay Grade 39 (\$58,596-\$69,695) – EPPMTEA Union

Under administrative direction of the Superintendent of Public Buildings. Assists the Superintendent supervising division employees to ensure that buildings are kept clean, in good repair and secure. May coordinate with outside contractors or other city divisions or departments in handling emergency or routine maintenance and makes appropriate contacts. Assists division employees in non-routine repairs or maintenance. Personally performs custodial duties. Performs related work as required.

MINIMUM REQUIREMENTS

- Graduation from a standard high school or trade school. Three to five years experience in building cleaning and maintenance work. Two years in a supervisory capacity or any equivalent combination of experience and training which provides the desired abilities, knowledge and skills.
- Carpentry Experience: Must be able to build and repair wooden structures and be able to read blueprints and do take-offs for construction projects. Experience in metal stud and drywall installation, the ability to repair and install door locks and panic devices in a commercial building environment.
- Computer skills are required. Must be able to learn our building management system for heating and air conditioning to cover the absence of the HVAC technician.
- Experience in snow removal, snow plowing, and sanding. Must possess a CDL (Commercial Driver's License) and Hoisting License or ability to obtain one within 6 (six) months of employment.

ILLUSTRATIVE EXAMPLES OF WORK: Assists the Superintendent in supervising division employees. Checks work in progress to ensure that duties are being performed in proper and timely manner. Directs performance of routine repair work as needed. Assesses non-routine maintenance or repair problems and contacts outside contractors as needed. Performs routine checks on HVAC systems and boilers for a small heating plant and make corrections as needed or operates same. Assumes responsibility for building repairs and systems maintenance preparing work schedules for division employees during designated periods in absence of Superintendent.

Personally participates in the sweeping, dusting, mopping and waxing of floors and walls of halls, offices and rooms of a public building. Personally participates in or supervises the moving of office equipment and other services requested by building occupants. Receives all freight delivered to the building and dispatches it to proper office. Personally participates in or supervises the cleaning of snow from sidewalks and steps around buildings.

Responsible for duties such as sweeping, dusting, mopping, scrubbing, stripping, and waxing the floors and walls of halls, offices, and rooms; operating heavy industrial buffers or scrubbers; cleaning plumbing fixtures and washrooms; providing washrooms with soap and other necessary supplies; moving furniture and other equipment; cleaning sidewalk and performing lawn and gardening maintenance; cleaning sidewalks of snow and ice; providing for minor repairs to buildings and equipment; painting; washing windows; changing light bulbs; emptying wastebaskets; and maintaining general watch over buildings and offices.

ESSENTIAL ABILITIES, KNOWLEDGE AND SKILLS: Ability to instruct others and to plan, assign and supervise the work of subordinates. Ability to understand and effectively perform oral and written instructions. Thorough knowledge of modern methods, materials and supplies used in building cleaning and maintenance. Considerable knowledge of the methods, tools and equipment used in the building maintenance trades. Ability to walk, climb stairs, descend stairs for extended periods of time. Able to climb and descend ladders, ability to lift up to 50 lbs., manual dexterity, and ability to work in tight confined space.

EXAMINATION WEIGHT

Oral Examination- 100%

Please apply online through ADP, no later than September 20, 2022.

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age or disability in employment or the provision of services.

ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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