



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

N/A

CLASSIFICATION CODE/PAY GRADE:

53141/64

BARGAINING UNIT:

Excluded

Building Construction Superintendent

SERIES PURPOSE: The purpose of the Building Construction Superintendent occupation is to supervise and inspect construction, alteration, and maintenance of facilities as well as oversee construction project operations.

CLASS CONCEPT: The class works under general direction and requires thorough knowledge of building construction in order to supervise and inspect construction, alteration, and maintenance of facilities as well as oversee construction project operations.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Supervises employees; evaluates staffing needs; assigns and reviews work; establishes timeframes for the completion of tasks; trains and orients new employees; approves and/or disapproves requests for leaves; interviews candidates for employment and recommends for hire; evaluates work performance; receives and responds to grievances; provides assistance with the development of unit work procedures and policies; recommends and provides staff development opportunities.

Plans, organizes, and manages renovation projects; includes project planning and work analysis involving job site inspection. Interprets building codes and coordinates with departments, committees, and other staff as needed.

Monitors projects during construction phase. Estimates labor and material costs; develops material lists and places orders.

Performs building inspections.

Negotiates change orders.

Makes frequent, independent interpretations and decisions relating to complex professional, technical, and project management tasks.

Effective 03/29/2020

Follows and supervises employees to effectively follow established safety policies and procedures.

Works on special assignments and projects as directed.

Attends, coordinates, and/or conducts meetings.

Other Functions and Responsibilities: Assists with training new hires.

Performs other duties as assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: personnel management; supervisory principles/techniques; employee training and development; university, state, and/or federal rules, regulations, codes, and/or procedures governing public building construction, alteration, and maintenance*; civil engineering; budgeting.

Skill in: building construction, operation, and maintenance procedures; operation of construction equipment and tools.

Ability to: define problems, collect data, establish facts, and draw valid conclusions; write instructions and specifications concerning proper uses of machinery; interpret a variety of materials or instructions; prepare meaningful, concise, and accurate reports; gather, collate, and classify information about data, people, or things.

(*) Developed after employment.

MINIMUM QUALIFICATIONS: Bachelor's degree in a relevant discipline and four years of progressive work experience to include supervision of employees; or a High School Diploma or GED and eight years of progressive work experience to include supervision of employees; valid U.S. driver's license.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform medium work.

MEDIUM: work involves exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or an amount greater than negligible and up to 10 pounds constantly to move objects.

UNUSUAL WORKING CONDITIONS: Works outside; exposure to weather, dirt, odors, cuts, and bruises.