



Facilities and Safety Services Job Family: **Superintendent Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

Specialty	Assistant Superintendent MANAGEMENT	Superintendent MANAGEMENT
GENERAL DUTIES	Responsible for day-to-day work assignments in one or several shops/functions	Responsible for planning department staffing levels, plans, assigns and reviews work. Hire, supervise, and manage performance.
	Plan, schedule, prioritize and assign workload; provide feedback and guidance regarding worksite activities and performance	Manage and provide leadership for the department’s programs and projects. Develops project plans, policy/procedures and quality control, ensuring best practices for project or service delivery
	Maintain, and assist with training plans; perform employee training ensuring technical proficiency and safety in accordance with department goals and procedures	Develop technical training plans to ensure employees remain technically proficient; assess and ensure staff are current with new procedures within trade
	Maintain equipment and tools; oversee shop inventories; recommend equipment purchases and coordinate and ensure completion of equipment repairs	Plan and manage shop equipment and inventory ; provide final decision and finalize procurement expenditures
	Assist implementation of preventative maintenance programs, partnering with stakeholders to establish and/or coordinate systems and process upgrades	Manage and develop preventive maintenance programs, partnering with University leadership to determine best approach
	Identify and purchase job material within budget, ensure materials are received as appropriate	Approve and purchase job materials and monitor against project budgets; ensuring fiscal soundness and efficiency against project budgets

Specialty	Assistant Superintendent MANAGEMENT	Superintendent MANAGEMENT
	Oversee construction and renovation sites; inspect worksites to ensure safety compliance; report non-compliant safety issues to supervisor	Ensure and execute safety in accordance with OSHA and University policies and procedures. Address and resolve non-compliant safety issues which may result in addressing individual performance.
	Proactively communicate acknowledgement of work, job progress and completion. Act as liaison with customers to provide effective guidance and communication, consult with various state and federal inspectors and agencies	Proactively communicate acknowledgement of work, job progress and completion. Build, maintain and shapes the culture/climate by cultivating effective relationships among internal and external constituents to achieve objectives.
	Interpret blueprints, maps, estimates, and material order	
		Provide guidance and advice on issues of best project delivery approach, personnel forecasting, workload, material and/or equipment
<u>ZONE STRUCTURE</u>	<p><u>Assistant Zone Superintendent</u> Develop an expertise for the facilities of units represented by the Zone and build effective customer relationships through proactive communication and responsiveness. Oversee the daily maintenance activities for the zone, partner with specialty shops and other service providers to ensure maintenance approach is achieved in accordance with Zone planning.</p> <p>Maintain, account for and report on the maintenance fund for the allocated zone</p>	<p><u>Zone Superintendent</u> Develop an expertise for the facilities of unites represented by the Zone and direct daily maintenance activities. Serve as key resource for Unit Facilities Director providing advice and guidance, responsible for ensuring work is completed in accordance with Cornell approval process and all applicable building codes.</p> <p>Manage, be responsible for, and report on the maintenance fund for the allocated zone</p>

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10933 ASSISTANT SUPERINTENDENT, BAND F	10615 SUPERINTENDENT, BAND G
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Associate's degree or equivalent; 5 but less than 7 years of experience or equivalent.	Bachelor's degree or equivalent; 5 but less than 7 years of experience or equivalent. Required to demonstrate proficiency of knowledge of University policies and procedures surrounding project work.
IMPACT	Moderate impact	Substantial impact
CONTACTS - INSIDE	Assisting others Provide guidance Obtaining cooperation	Coordinate major activities Persuade others to take particular course of action
CONTACTS - OUTSIDE	Providing information that exists within pre-established documents/ programs	Providing/receive guidance, advice or information that must be analyzed and developed by the position
CONTACTS - STUDENTS	Limited contact	Limited contact

FACTOR PROFILE	10933 ASSISTANT SUPERINTENDENT, BAND F	10615 SUPERINTENDENT, BAND G
SUPERVISION	Day-to-day supervision to employees within the dept	Supervisory direction to other supervisors
COMPLEXITY	Frequently adapt, combine or make improvements in an existing service, product, process or program. Work requires reasoning skills and judgment	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills
LEVEL OF DECISION MAKING	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students
FREEDOM OF ACTION	Directly affects multiple functional areas within a department Limited effect on students and employees	Directly affect several dept within a college Significant effect on students and employees
EFFECT OF DECISION MAKING	General supervision Some interpretation of established policies and procedures required	General supervision Some interpretation of established policies and procedures required
WORKING CONDITIONS	Variable working conditions including exposure to conditions which require cautious handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required.	Variable working conditions including exposure to conditions which require cautious handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required.