



Facilities & Safety Services: **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.

GENERIC JOB PROFILE SUMMARIES

Assistant Superintendent MANAGEMENT	Superintendent MANAGEMENT
In partnership with Zone Facilities Director develop expertise for the facilities of units represented by the Zone and build effective customer relationships	Develop expertise for the facilities of units represented by the Zone and direct and lead daily maintenance activities while cultivating effective customer relationships.
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 leadership and internal/external stakeholders to determine best approach; recommend and advocate Facilities strategic initiatives to achieve desired outcome; assist with efficient implementation while maintaining a collaborative culture and influence.
Oversee construction and renovation sites; inspect worksites to ensure safety compliance; report non-compliant safety issues to supervisor.	Provide leadership on construction and renovation sites; inspect worksites to ensure safety compliance; address and resolve non-compliant safety issues.
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.	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.
Responsible for day-to-day work assignments in one or several shops/functions including department staffing levels; plans, assigns and reviews work.	Responsible for day-to-day work assignments in one or several shops/functions including department staffing levels; plans, assigns and reviews work; provide guidance and advice on issues of best project delivery approach, personnel forecasting and staffing in collaboration with other zones.
Interpret blueprints, maps and estimates; determine and order job materials adhering to budget, ensure materials are received as appropriate.	Interpret blueprints, maps and estimates; determine and order job materials and monitor against project budgets; ensuring fiscal soundness and efficiency.
Plan, schedule, prioritize and assign workload; provide feedback and guidance regarding worksite activities and performance.	Manage and provide leadership for department's programs and projects through planning, scheduling, and prioritizing workloads; provide consultation and guidance regarding worksite activities and performance.

Assistant Superintendent MANAGEMENT	Superintendent MANAGEMENT
	Proactively ensure and influence as necessary high-level stewardship as well as a holistic approach throughout project implementation.
Oversee use of equipment and tools; oversee shop inventories; recommend equipment purchases and coordinate equipment repairs.	Manage equipment and tools by analyzing business needs and identify necessary resources; oversee shop inventories; recommend equipment purchases and coordinate equipment repairs.
Proactively communicate acknowledgement of work, job progress and completion. Serve 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. Prioritize communications to ensure strong university-wide relations with customers to provide effective guidance and communication, consult with various state and federal inspectors and agencies.
Provide advice and guidance to team members on complex issue and priorities. Provide on-going coaching, counseling, professional development to direct reports.	Serve as a leader and role model for developing effective and engaged team environment; provide advice and guidance to team members on complex issue and priorities. Provide on-going coaching, counseling, professional development to direct reports.
Provide guidance and advice on issues of best project delivery approach, workload, material and/or equipment.	Manage and provide leadership for the department's programs and projects. Develops project plans, policy/procedures and quality control, ensuring compliance and 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.	Recommend and develop training plans; perform employee training ensuring technical proficiency and safety in accordance with department goals and procedures.
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.	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. Partner with leadership to identify, recommend, and implement best practices for safety.
	Manage, be responsible for, and report on the maintenance fund for the allocated zone; identify areas not aligning with budget; provide recommendations to address and resolve.
	Proactively identify current or future facilities matters and provide recommended solutions; observe and report campus wide issues representing a high level of stewardship.
	Recommend and advocate Facilities strategic initiatives to achieve desired outcome, working collaboratively with internal and external stakeholders; assist with efficient implementation while maintaining a collaborative culture and influence.
	Build, maintain and shape the culture/climate by cultivating effective relationships among internal and external constituents to achieve objectives.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	Assistant Superintendent – 10933	Superintendent – 10615
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Associate's degree; technical/vocational school degree; 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	Assistant Superintendent – 10933	Superintendent – 10615
SUPERVISION	Day-to-day supervision to employees within the department	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	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.