

Job Title: Chief Administrative Superintendent of Buildings & Grounds, Level 5  
(Provisional)

Job ID: 29330

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

## **GENERAL DUTIES**

This is a management class of positions. Incumbent performs related work.

Under executive direction, with the widest latitude for the exercise of independent judgment and action, serves as the chief in charge of Campus buildings and grounds.

- Is responsible for promoting and enhancing efficient and safe management, operation and maintenance of all campus buildings and grounds under his/her control.
- Serves as advisor to the senior executives of the college.
- Directs the work of one or more Administrative Superintendents of Campus Buildings and Grounds.
- Coordinates strategic, emergency or short range planning activities for safe operation of buildings and grounds.
- Is responsible for adherence to City, State, and Federal codes and regulations including the handling and removal of toxic materials from the campus buildings and grounds.
- Sets policies for garbage removal including toxic wastes; directs and develops recycling programs.
- Provides expert advice and direction regarding EPA and OSHA regulations and standards.
- Participates in policy planning and implementation concerning all matters under his/her jurisdiction.
- Is responsible for development of job standards for hourly personnel.
- Is responsible for administrative and/or ancillary functions required by and in support of the operations and functions of the department including personnel, training and development, labor relations, discipline, budget preparation and implementation.
- Reviews and comments on major construction projects or renovations as requested by appropriate college and University administrators.
- Responsible within limits for the purchase of materials and equipment needed for the department, in adherence with the University purchasing regulations.

- Ensures necessary certification of staff to accomplish standardized and quality work.
- Reports and makes recommendations to the senior executives of the college.

## **CONTRACT TITLE**

Chief Administrative Superintendent Building and Grounds

## **FLSA**

Exempt

## **CAMPUS SPECIFIC INFORMATION**

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

The Chief Administrative Superintendent, who reports directly to the President as a key member of the President's cabinet, will oversee both Level 1 and Level 2 Administrative Superintendents. This role provides senior-level guidance on facilities management, ensuring daily operational efficiency, preventive maintenance, and strategic planning across the Facilities division.

- Responsible for skilled trades and 220 titles, central plant operations, custodial operations, labor operations, environmental health and safety, campus operations (including fleet operations, mailroom services, and print shop services), campus planning operations, and administrative staff.
- Manages personnel within the division, ensuring the implementation of a maintenance management program utilizing CUNY's Archibus system, and directs the work of administrative superintendents and other Facilities staff.
- Oversees operational and project management of the campus, focusing on efficient support services delivery, including transportation, mailroom, and print shop operations, and recommends and manages major improvements to structures and land, including capital projects and renovations.
- Develops and implements strategic, emergency, and long-range planning for the continuity of Facilities Operations, ensuring compliance with local, state, and federal health, safety, and environmental regulations through the Office of Environmental Health and Safety.

- Collaborates closely with DASNY, CUNY partners, and the Campus Planning Office to plan, program, design, estimate costs, bid, and oversee construction for capital and renovation projects, ensuring timely completion within budget.
- Oversees all ancillary administrative functions, including personnel management, training, development, labor relations, budget preparation, and the reduction of organizational risks through rigorous adherence to codified procedures and institutional policies.
- Ensures proper certification of staff, supervises the reduction of risks related to health, safety, and environmental concerns, and enforces compliance with all relevant regulations and standards.
- Serves on various committees and fulfills additional duties as assigned.

## **MINIMUM QUALIFICATIONS**

1. Baccalaureate degree in related field of study from an accredited college and six years of related experience of which four years must be progressive full-time managerial/administrative experience in the management and/or operation and maintenance of buildings and grounds such as large hotels, educational complexes, large office buildings, or large building complexes large gardens or parks; OR

2. A valid New York State Registration as an architect and 5 years of related experience of which 3 years must be progressive full-time managerial/administrative experience as described in 1 above; OR

3. A valid New York State professional engineers license and 5 years of related experience of which 3 years must be progressive full-time managerial/administrative experience as described in 1 above; OR

4. A valid New York City High Pressure Boiler Operating Engineers license, a four year high school diploma or its equivalent, and eight years of related experience of which six years must be progressive full-time managerial/administrative experience as described in 1 above; OR

5. A four year high school diploma or its equivalent and 10 years of related experience of which 6 years must be progressive full-time managerial/administrative experience as described in 1 above; OR

6. A combination of education and/or experience equivalent to "1","2","3","4" and "5" above. In addition an advance degree in a managerial field from an accredited college may be substituted for an additional year of managerial/administrative experience. However, all candidates must possess a high school diploma or its equivalent, and 5 years of related experience of which 3 years must be managerial/administrative as described in "1" above.

## **OTHER QUALIFICATIONS**

Preferred qualifications include:

- A bachelor's degree in Facilities Management, Engineering, or a related field.
- At least 5 years in a leadership role overseeing large teams and complex operations.

- Demonstrated experience managing capital projects, renovations, and maintenance programs, with a proven ability to deliver projects on time and within budget.
- Strong knowledge of local, state, and federal health, safety, and environmental regulations, with experience ensuring compliance in a large institutional setting.
- Exceptional leadership and management skills, with the ability to oversee diverse teams, manage labor relations, and foster professional development.
- Strong strategic thinking and problem-solving abilities, with experience in long-range planning, emergency management, and risk reduction.
- Excellent communication, negotiation, and interpersonal skills, with the ability to collaborate effectively with senior leadership, external partners, and internal stakeholders.
- Experience with budget preparation and financial management related to facilities operations.
- Experience working in higher education or similar institutional environments is highly desirable.

## **COMPENSATION**

\$150,000 - \$165,000

Salary commensurate with education and experience.

## **BENEFITS**

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

## **HOW TO APPLY**

To apply, please visit <http://cuny.jobs/> and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

## **CLOSING DATE**

**\*\*Extended; Previous applicants need not reapply.\*\***

January 1, 2025

## **JOB SEARCH CATEGORY**

CUNY Job Posting: Managerial/Professional

## **EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.