Superintendent of Physical Plant

University of California, Los Angeles
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Class Specifications - G.20
Senior Superintendent of Physical Plant - 8114
Superintendent of Physical Plant - 8115
Assistant Superintendent of Physical Plant - 8116

SERIES CONCEPT

Superintendents plan, direct, coordinate and supervise one or more operational functions of a campus physical plant; and perform other related duties as required.

Incumbents' plan, organize and supervise activities such as preventive maintenance; emergency repair service; construction and alteration of facilities and utilities; custodial services; ground maintenance; steam and power generation; environmental conditioning; material purchasing; storehouse operations; administration of construction utilities and service contracts; plant service planning, scheduling and controlling; and other operational functions.

Superintendents typically have line and staff management responsibility for an assigned function involving planning and implementation of activities and programs within one or more of the defined areas of responsibility; supervisory authority including hiring, assignment, evaluation, discipline, and dismissal of staff; authority to make exceptions in emergency situations to departmental policies; participation in policy setting processes; and responsibility for budgetary planning, and funds control within assigned area.

The Superintendent of Physical Plant Series consists of two levels based on (1) degree of management responsibility evidenced by the a) direction and planning of a variety of construction, alteration, and maintenance projects and operations, and b) authority to make commitments for determining and approving major projects and expenditures with only general review; and (2) specific knowledge required.

CLASS CONCEPTS

Senior Superintendent of Physical Plant

Under general direction, incumbents plan, organize, direct and coordinate line management and staff services for one or more of the major functional subdivisions of the campus Physical Plant operations.

Typically Senior Superintendents have line and staff management responsibility for the more technical aspects of physical plant operations including but not limited to shop supervision; alteration programs for facilities and utilities; steam and power generation; environmental conditioning; utility distribution and systems; preventive maintenance programs for buildings and facilities; and plant service planning, scheduling and controlling. In addition, incumbents may also have responsibility for less technical aspects of Physical Plant operations including custodial services and grounds maintenance. Incumbents may also
assist the Physical Plant Administrator in the general administration of the campus physical plant program. Incumbents are authorized to make commitments for major project and expenditures on behalf of the Physical Plant Administrator.

**Superintendent of Physical Plant**

Under general direction, incumbents plan, organize, direct and coordinate line management and staff services for one or more functions of Physical Plant operations.

Typically Superintendents have line and staff management responsibility in less technical fields including, but not limited to coordination and management of a group of maintenance trade shops; alteration and maintenance projects; systems operations; custodial services; grounds maintenance; steam, power and chilled water generation and distribution; utilities distribution; preventive maintenance programs; coordination and management of material procurement and supply; and general planning, scheduling and controlling.

On larger campuses, incumbents normally supervise one or more non-technical functions of a Campus physical plant; on small campuses, incumbents normally supervise several non-technical functions such as custodial and ground maintenance.

**Assistant Superintendent of Physical Plant**

As entry level into the Superintendent series, incumbents assist a Superintendent or Senior Superintendent of Physical Plant with the planning, organizing, directing and coordinating of line management and staff service for one or more functions of Physical Plant operations. On smaller campuses, positions responsible for one function such as grounds or custodial services may also be assigned to this class.

**MINIMUM QUALIFICATIONS**

**Senior Superintendent of Physical Plant**

Graduation from college with a major in business administration, architecture landscape architecture, engineering, or related degree and six years of progressively responsible experience in management of physical plant operations; or an equivalent combination of education and experience.

**Superintendent of Physical Plant**

Graduation from college with a major in business administration, architecture, landscape architecture, engineering, or related degree and three years of progressively responsible experience in management of physical plant operations; or an equivalent combination of education and experience.

**Assistant Superintendent of Physical Plant**

Graduation from college with a major in business administration, architecture, landscape architecture, engineering, or related degree and two years of experience in that field; or an equivalent combination of education and experience.