

## **DIRECTOR OF STRUCTURES, GROUNDS AND EQUIPMENT MAINTENANCE**

Code No.: 3-11-036  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important administrative position involving responsibility for the structures, grounds, vehicles and related equipment maintenance operations of the MCWA. The employee also oversees general construction, alteration and renovation of the facilities and has responsibility for facility security. Works under the general direction of the Executive Director but with considerable latitude to exercise independent judgment for initiating planning work. General supervision is exercised over the Auto Mechanic Foreman, the Supervisor of Structures, Grounds and Equipment Maintenance, and clerical support. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Oversees building and facility maintenance, repair, alteration and renovation at numerous sites;

Oversees grounds installation, maintenance and restoration, and snow plowing (Mowing at 51 properties, snow plowing at 25 properties, grounds or road restoration at about 1500 excavations per year.);

Oversees general construction and repair activities involving small building construction, roofing, roadways, sidewalks, curbs, gutters, vaults, fences;

Supervises preventive maintenance and basic repairs of cars, trucks, backhoes, wheel loader, light and heavy mowing equipment, snow removal equipment, light crane and landscaping motorized equipment, plus a variety of other equipment such as compressors and pumps; determines the extent of vehicle damage for insurance claims;

Conducts periodic inspection of all facilities and grounds to determine repair and maintenance requirement;

Determines project and work priorities as needed;

Ensures security of MCWA property;

Oversees the repair and refurbishment of private property damaged by MCWA operations;

Establishes requirements and prepares bid specifications for new vehicles, construction equipment and building equipment, i.e., boiler, air conditioning, maintenance contractor services, electrical, gas, mechanical contractors, custodial services grounds maintenance contractors, etc;

Prepares annual departmental budget and budgets for vehicle and equipment acquisition and structure repairs and maintenance;

Oversees installation and maintenance of communications services such as telephone, inter-office communications, and radios.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the practices involved in the care, maintenance, and repair of structures, grounds, vehicles and equipment; good knowledge of the materials and tools of the construction trades; good oral and written communication skills; ability to analyze cost/benefit opportunities as related to preventive maintenance of facilities, vehicles and equipment, and contract work; ability to estimate costs; ability to prepare and understand plans and specifications; ability to plan and supervise the work of others; ability to cooperate and work well with other department heads and supervisors; good judgment, initiative, integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** EITHER:

- (A) Graduation from high school or possession of a high school equivalency diploma plus seven (7) years experience in the maintenance of structures, grounds and vehicles, two (2) years of which shall have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in construction technology or a related discipline, plus five (5) years experience in the maintenance of structures, grounds and vehicles, two (2) years of which shall have been in a supervisory capacity; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in construction technology or a related discipline plus three (3) years paid full-time experience as outlined in (A) and (B), two (2) years of which shall have been in a supervisory capacity; OR,
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C).

**PROMOTIONAL REQUIREMENTS:**

At least two (2) years as Supervisor of Structures, Grounds, and Equipment Maintenance in the MCWA.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**REVISED:** March 19, 1981