

ASSISTANT DIRECTOR OF FACILITIES II

Code No: 3-11-004
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position, located at a school district, is responsible for assisting the Director of Facilities II with the planning, organizing and directing the custodial and maintenance activities of a district's buildings and grounds department. The work is performed according to established policies and procedures and in accordance with applicable State, local and federal laws, rules and regulations which apply to school district facility operations and maintenance. This position differs from Director of Facilities II in that this position is less administrative in nature, reviews the workload of the department to ensure adequate staffing, works more closely with staff to ensure work is accomplished effectively and efficiently, and performs maintenance and repair related tasks and activities more often, both indoors and outdoors, under adverse working conditions. The employee reports directly to, and works under the general supervision of a Director of Facilities II or other higher level staff member with leeway allowed for the exercise of independent judgment in carrying out details of the work. General supervision is exercised over building and grounds custodial and mechanical staff such as Custodial Supervisor, Superintendent of Grounds and may include transportation department and building safety and security staff. 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.)

Supervises staff and may participate in daily preventive maintenance and custodial activities, which may include replacing locks, painting, carpeting/floor tile/window/drywall replacement and/or repair;

Assists with managing, developing and scheduling a preventive maintenance program designed to retain buildings, grounds and equipment in a safe operating condition;

Assists with scheduling inspections and completing reports for federal, state and local regulatory agencies to ensure compliance with codes, rules and regulations;

Assists with inspecting and overseeing painting, carpentry, plumbing, electrical, and other mechanical maintenance and construction work performed by private contractors, custodial, or maintenance employees to ensure work is in compliance with contract specifications, as well as, applicable codes and regulations;

Assists with the supervision of the in-service training of custodial, maintenance and if applicable, transportation employees;

Discusses capital projects, maintenance, repair and operational needs with the Director of Facilities II;

Reviews the school district's expenditures from the prior year and assists with the budget process;

Monitors expenses to ensure budgetary limits established by the School Board are not exceeded;

Assists with the recommendation of the purchase of materials and supplies and the maintenance of the inventory control system;

Reviews decisions made by lower-level supervisors regarding work schedules, vacation requests,

personal and sick leave requests to ensure compliance with district policies and procedures;

Assists with maintaining records and developing reports related to operations and the work performed, and schedules repairs when necessary;

Recommends staffing to the Director of Facilities II and assists with interviewing, hiring, evaluating and disciplining departmental personnel;

Supervises, and when necessary, performs preventive maintenance and repairs on equipment, including plumbing, heating, ventilation and air conditioning (HVAC), and electrical systems;

Troubleshoots problems with equipment, including HVAC and electrical systems and may contact contractor to perform repairs when a non-routine issue is identified;

Assists with performing inspections on and tests security systems, safety lighting, fire extinguishers, fire alarm system, doors, and eyewash stations to ensure proper operation and compliance with applicable codes and regulations;

Ensures removal of snow and ice from sidewalks and roadways;

Assists with responding to inquiries from staff, school district administrators and the public regarding school district buildings and grounds activities;

Assists with working with construction managers, architects and/or engineers to develop, implement and complete capital improvement projects and other long-term plans;

Operates/utilizes a variety of tools, motor and other equipment related to building and grounds maintenance and repair including snow blowers, lawn mowers, tractors, plow trucks, pick-up trucks, hedge trimmers, chainsaws, drills, reciprocating saws, screwdrivers, wrenches, pliers, hammers and plungers;

Swimming pool maintenance, if applicable, is limited to maintaining pool's cleanliness and the addition of chemicals to ensure a safe swimming environment for students/public.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of buildings and grounds maintenance and repair practices and procedures; good knowledge of safety precautions and practices associated with buildings and grounds maintenance and repair work; good knowledge of the practices and techniques of one or more of the skilled trades* (defined in minimum qualifications below); good knowledge of the principles and practices of effective supervision; ability to organize, prepare and maintain accurate records and files; ability to effectively, efficiently and safely use tools and operate equipment related to building and grounds maintenance and repair; ability to inspect the work of building tradespersons and contractors to ensure compliance with contract specifications, as well as, applicable codes and regulations; ability to develop budgets, operating reports and a variety of other reports relative to program activities; ability to understand, interpret, and follow instructions, plans, diagrams, specifications and blueprints; ability to understand and follow written and verbal instructions; ability to communicate effectively both orally and in writing; mechanical aptitude; willingness to work under adverse weather conditions; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in School Facilities Management, Engineering, Engineering Technology,

Building Construction Technology or a closely related field plus one (1) year paid full-time or its part-time equivalent experience in school facilities maintenance, general building construction, building maintenance or repair work in two (2) or more of the skilled trades*, which must 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 one of the fields mentioned in (A) above plus three (3) years paid full-time or its part-time equivalent experience in school facilities maintenance, general building construction, building maintenance or repair work in two (2) or more of the skilled trades*, which must have included two (2) years in a supervisory capacity**; OR,

(C) Five (5) years paid full-time or its part-time equivalent experience in school facilities maintenance, general building construction, building maintenance or repair work in more than one (1) of the skilled trades*, which must have included two (2) years in a supervisory capacity**; OR,

(D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

*Skilled Trades, for the purposes of these minimum qualifications, include journey level experience as a carpenter, electrician, mason, plumber or heating, ventilating and air conditioning installers.

Non-Qualifying Experience: Experience limited to building cleaning is not qualifying. Building cleaning is defined as activities primarily involving a variety of inside and outside building cleaning activities including, but not limited to, washing walls and windows, polishing floors, cleaning restrooms, disposing of refuse.

**Supervisory Capacity, for the purposes of these minimum qualifications, involves typical duties such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license and certificates appropriate to the vehicles, equipment and/or machinery operated. It is the jurisdiction's responsibility for ensuring employees possess valid licenses/certificates appropriate to the type of vehicle(s) and equipment being operated.

ADOPTED: March 24, 2016