

DIRECTOR OF OPERATIONS AND MAINTENANCE

Code: 3-11-112
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative-level position responsible for coordinating operations and maintenance, including hiring and supervising custodial and maintenance and grounds personnel as well as conducting efficiency studies and training. The employee reports directly to and works under the general supervision of a higher-level administrator. General supervision is exercised over subordinate staff and first-line supervisors. 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.)

Manages and facilitates maintenance, repair, renovation and construction projects;

Supervises maintenance and cleaners and grounds staff with their daily activities;

Oversees the hiring, scheduling, and training of maintenance, cleaners and grounds staff;

Responsible for reporting to NY State Education Department on lead testing, fire alarm inspections and building condition surveys;

Coordinates staff training on: right-to-know, hazard communications regulations, OSHA standards, and internal practices and standards;

Keeps current on public health regulations regarding asbestos, hazardous materials, lead, noise regulations, indoor air quality, and emergency disaster -planning;

Conducts annual disaster planning exercises as mandated by regulatory agencies;

Develops and enforces internal control procedures for inventory, work schedules and time reporting;

Conducts time and efficiencies studies for operations and maintenance procedures;

Assists in the purchasing and bidding function for the school;

Recommends long-range capital improvement plans;

Consults with architects and engineers on proposed new construction;

Attends meetings and serves on committees as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of codes, rules and regulations governing school buildings and grounds; thorough knowledge of building and grounds maintenance and repair practices; good knowledge of capital improvement initiatives and practices; good knowledge of purchasing and bidding laws for public schools; good knowledge of all phases of building maintenance, operations, equipment maintenance and cleaning in a public school building; working knowledge of engineering and architectural principles; ability to work with administration, staff, the community and the Board of Education; ability to act as liaison with architects and various regulatory agencies; ability to participate in long range planning; supervisory ability; organizational ability; ability to develop and conduct staff training; ability to conduct time and efficiency studies; ability to develop, present, and monitor an operating budget; ability to communicate effectively orally and in writing;

ability to establish and maintain effective working relationships; 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 with a Bachelor's degree in an engineering, architecture, construction or a closely related field, plus three (3) years paid full time or its part time equivalent experience in EITHER: construction or operations and maintenance, one (1) of which must have been in a supervisory capacity; OR,
- (B) Graduation with an Associate's degree in engineering, architecture, construction or a closely related field, plus five (5) years of experience as defined in (A) above, one (1) year of which must have been in a supervisory capacity; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: March 8, 2007

REVISED and TITLE CHANGE: March 30, 2023

(FORMERLY: Director of Operations, Maintenance and Security)