

DIRECTOR OF EDUCATIONAL FACILITIES

Code No: 940031

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible for the operation and maintenance of all buildings and grounds of the City School District and for construction of new buildings and renovations to existing buildings. The employee coordinates capital improvements for the City School District and supervises custodial and maintenance services. General supervision is exercised over professional and clerical personnel. The employee works under the direction of the Chief School Business Executive. 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 the architectural, engineering and clerical personnel of the facilities design group;

Supervises the custodial and other plant operational services of the City School District;

Supervises the plant maintenance services of the City School District;

Serves as a member of various building committees and assists in the planning of specific building projects;

Ensures building projects are completed in accordance with plans and specifications;

Prepares or supervises the preparation of preliminary studies and plans for new construction additions or alterations;

Secures the approval for building projects from appropriate local and State agencies;

Coordinates planning of school facilities with local and State agencies;

Evaluates custodial and maintenance services, recommends improvements, and brings about needed changes;

Provides in-service training programs for plant operation and maintenance, and facilities design personnel;

Maintains records on costs and progress of all maintenance and capital improvement projects;

Prepares reports and makes recommendations on matters relating to school facilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of architecture and engineering as related to building construction; thorough knowledge of the principles and techniques of coordinating and running a large custodial and maintenance operational service; administrative ability; ability to evaluate existing services and bring about needed improvements; ability to establish and maintain a good working relationship with others; ability to maintain accurate records; ability to prepare accurate and concise oral and written reports; supervisory ability; organizational ability; administrative ability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Architecture or Civil Engineering, PLUS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Architecture or Civil Engineering plus seven (7) years of paid full-time or its part-time equivalent architectural or engineering experience in business, industry or education, four (4) years of which shall have been in a management capacity; OR,
- (B) Eight (8) years experience as defined in (A) four (4) years of which shall have been in a management capacity; OR,
- (C) Any equivalent combination of training and experience as described in (A) and (B) sufficient to indicate ability to do the work.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

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: July 25, 1985

FORMERLY: Coordinator of Educational Facilities

REVISED: May 16, 1991