

DIRECTOR OF FACILITIES AND FLEET MAINTENANCE

Code No: 2-14-008

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for setting department policy and directing the facilities management, warehouse and fleet maintenance operations for the Monroe County Water Authority. The Director is responsible for the operations, maintenance and security of buildings, grounds, vehicles and equipment and for the operation of the warehouse, storage yard and auxiliary facilities. The employee reports directly to and works under the general supervision of the Executive Director with considerable latitude for independent judgement particularly for planning, scheduling and assigning departmental activities. The employee may assume the duties of the Executive Director in his absence. General supervision is exercised over a subordinate staff. Does related work as required.

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

Develops and implements operating procedures and policies;

Directs building maintenance activities such as custodial work, basic electrical, plumbing, masonry and carpentry work, painting and refinishing structures and furniture, and facility repair;

Directs preventative maintenance, troubleshooting and installation of heating, ventilating and air conditioning (HVAC) activities;

Inspects all buildings and grounds periodically to determine repair and maintenance work necessary to keep them in good condition;

Directs the grounds maintenance activities including all lawn care and snow removal; construction and repair of structures such as roadways and road gutters, sidewalks, manholes and vaults, fences and gates;

Directs warehouse activities including management of supplies and inventory, maintenance of the storage yard and the repair of small equipment;

Directs fleet maintenance activities including organizing and scheduling preventative maintenance and repairs of all fleet vehicles;

Establishes specifications for new vehicles and equipment to be acquired;

Prepares annual budget.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the practices, materials and tools used in the maintenance and repair of buildings and grounds including HVAC; thorough knowledge of the practices, materials, tools and machinery used in motor vehicle and equipment maintenance; thorough knowledge of the practices and procedures related to receiving and distributing materials and equipment; good knowledge of management practices and procedures; good knowledge of public administration practices and procedures; analytical and organizational skills; good oral and written communication skills; ability to develop and implement operating procedures and policies; ability to supervise, review and direct the work of others; ability to prepare and monitor an operating budget; ability to establish and maintain effective professional relationships; good judgment; integrity; initiative; resourcefulness; dependability; 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 Business Administration, plus four (4) years paid full-time or its' part-time equivalent experience in the maintenance of buildings, 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 plus six (6) years paid full-time or its' part-time equivalent experience as described in (A) above, two (2) years of which shall have been in a supervisory capacity; OR,
- (C) Eight (8) years paid full-time or its part-time equivalent experience in the maintenance of buildings, grounds, and vehicles, two (2) years of which shall have been in a supervisory capacity; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C).

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.

If you are appointed, you will be required to possess a valid license to operate a vehicle in NYS, or otherwise demonstrate your ability to meet the transportation needs of the position.

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.

ADOPTED: October 8, 1998

REVISED: May 9, 2002

Approved as non-competitive on 10/22/01 by the New York State Department of Civil Service for Monroe County Water Authority