

DIRECTOR OF BUILDINGS AND GROUNDS

Code No.: 5-04-008

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important management position in which the incumbent directs the buildings and grounds programs of an agency or school district. Employees of this class plan and direct building repair maintenance and minor construction on real property and oversee and inspect major capital improvements. Direct supervision is exercised over maintenance personnel. General supervision is received from an administrator. 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.):

Plans, estimates and schedules buildings and grounds maintenance and upkeep programs;

Supervises foreman engaged in building trades and head custodians performing custodial work;

Plans and implements preventive maintenance programs;

Prepares budget for functions under his direction;

Prepares state reports for purposes of obtaining state aid;

Prepares manuals for custodial and groundskeeping personnel;

Trains and evaluates custodial and repair personnel and inspects buildings under their care;

Aids in engineering and planning projects dealing with construction, utilities, and maintenance;

Prepares plans, specifications and cost estimates of repairs and alterations;

Inspects capital construction and coordinates services of various contractors;

Represents school district in dealing with architects, engineers, and contractors;

Oversees capital construction projects;

Coordinates snow removal;

Recommends personnel for hiring, transfer, and termination.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of building maintenance, alteration, and housekeeping; thorough knowledge of the building trades; good knowledge of custodial practices and of the equipment and materials used in maintaining clean buildings and grounds; working knowledge of building construction; working knowledge of the engineering principles involved in building utilities, such as heating and ventilating; ability to train employees and to inspect work performed; administrative ability; ability to prepare and formulate a budget; ability to write comprehensive reports and to keep accurate records; ability to cooperate with contractors and engineers; ability to maintain liaison with various service facilities; reliability; dependability; health commensurate with the demands of the position.

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

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Civil Engineering, Electrical Engineering, Mechanical Engineering, or closely related field, plus four (4) years of experience in building maintenance, grounds maintenance or as a skilled workman in one of the building trades, four (4) years of which shall have been in a responsible 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, Electrical Engineering, Mechanical Engineering, or closely related field, plus six (6) years of experience as described in (A), four (4) years of which shall have been in a responsible supervisory capacity; OR,
- (C) Eight (8) years of experience as described in (A), four (4) years of which shall have been in a responsible supervisory capacity.

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: May 29, 1986