

ASSISTANT DIRECTOR OF BUILDINGS AND GROUNDS

Code No: 5-01-020

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for assisting the Director in the buildings and grounds program of an agency or school district. This employee assigns, supervises and inspects the building maintenance, repair and minor construction work performed by a large staff. Work is performed under general supervision of the Director of Buildings and Grounds. Direct supervision is exercised over custodial cleaning and maintenance personnel. 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):

Sets up schedules of work and assigns custodial cleaning and maintenance personnel to various cleaning and maintenance tasks;

Makes inspections with building custodians to ensure building maintenance is in compliance with district health and safety standards and federal requirements;

Prepares budget estimates for custodial and maintenance activities;

Maintains inventory of custodial supplies and records the distribution;

Purchases custodial supplies;

Inspects painting, carpentry, plumbing, mechanical maintenance and construction work performed in-house or by private contractors;

Conducts inservice training programs with custodians and cleaners;

Supervises the maintenance of boiler and heating systems;

Drafts specifications for bids and plans for repair work on buildings and equipment;

Interviews and hires cleaners and custodians.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of building maintenance, alteration, and housekeeping; good knowledge of the building trades; good knowledge of custodial practices and of the equipment and materials used; working knowledge of building construction; working knowledge of the engineering principles involved in building utilities, such as heating and ventilating; ability to inspect work performed; ability to prepare a preliminary budget; ability to supervise a large staff; ability to keep accurate records; ability to cooperate with contractors and engineers; reliability; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a 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 a closely related field, plus two (2) years of paid full-time or its part-time equivalent experience in building maintenance, grounds maintenance or as a skilled workman in one of the building trades, which shall have included working supervision over a crew; 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 a 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, two (2) years of which shall have involved working supervision over a crew; OR
- (C) Six (6) years of experience, two (2) years of which shall have involved working supervision over a crew.

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