

## **ASSISTANT DIRECTOR OF FACILITIES III**

63740

(Competitive)

### DISTINGUISHING FEATURES OF THE CLASS:

The incumbent is responsible for assisting the Director of Facilities III or other administrative supervisor by providing management of the day-to-day activities of a large school district's buildings and grounds department. The work is performed according to established policies and procedures and in accordance with applicable State, local, and federal laws, rules and regulations which apply to school district facility operations and maintenance. The incumbent ensures that work is being performed and completed in an efficient manner. The work involves responsibility for assisting in the management of heating, ventilation, air conditioning, lighting and maintenance of school system buildings and grounds. The work may also involve responsibility for assisting in budget preparation and purchasing. The work is performed under the general supervision of the Director of Facilities III with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinate supervisors, custodial, maintenance and other assigned employees, which may include employees of the transportation department depending on assignment. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Assists in the administrative direction and supervision over the operations and personnel involved in the buildings and grounds department of a school district;

Assists in developing policies and procedures to ensure the preventive maintenance program is carried out to ensure buildings, grounds and equipment are maintained in a safe operating condition;

Assists in directing, assigning, training and evaluating the work of subordinate personnel;

Creates and maintains records and reports relative to operations and the programs supervised;

Assists the Director of Facilities III in the formulation of policies related to buildings and grounds maintenance, and where applicable, fleet maintenance;

Discusses capital projects, maintenance, repair and operational needs with the Director of Facilities III and school administrator(s);

Works with construction managers, architects and/or engineers to develop, implement and complete capital improvement projects and other long-term plans;

Ensures that preventive maintenance is performed and meets regularly with subordinates to discuss repairs on equipment, including plumbing, HVAC and electrical systems;

Assists in ensuring that custodial and maintenance employees receive necessary in-service training;

Assists in the review of the School District's facilities expenditures from the prior year and assists the Director of Facilities III with the budget process by forecasting and planning for the upcoming budget;

Assists in the approval of purchase requests of cleaning supplies, fuel and parts for equipment and buildings;

Inspects work by custodial personnel to ensure proper housekeeping, heating, ventilation and care of furnishing and equipment.

Inspects painting, carpentry, plumbing, electrical, and other mechanical maintenance and construction work performed by private contractors, custodial, or maintenance employees to ensure work is in compliance with contract specifications, as well as, applicable codes and regulations;

Ensures that inspections are performed and tests of security systems, safety lighting, fire extinguishers, fire alarm system, doors, and eyewash stations are completed to ensure proper operation and compliance with applicable codes and regulations;

Assists in planning and supervising school system security activities.

Assists in directing snow and ice control activities, tree and decorative planning and pruning, athletic field and swimming pool maintenance.

Assists the Director of Facilities III in ensuring that inspections and reports are completed for federal, state and local regulatory agencies to ensure compliance with codes, rules and regulations;

Assists the Director of Facilities III in recommending staffing to administrators and is also responsible for

interviewing, hiring, evaluating and disciplining departmental personnel;

May assist in the supervision and in service training of transportation employees depending on assignment.

Establishes policies and procedures regarding work schedules, vacation, personal and sick leave requests and ensures employees have adequate leave accruals;

Assists the Director of Facilities III in responding to inquiries from employees, school district administrators and the public regarding school district buildings and grounds activities;

Attends Health and Safety Committee meetings;

May attend monthly School Board meetings and other committee meetings, as required, to address issues specific to the buildings and grounds department and where applicable, the transportation department.

#### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of applicable codes, laws, rules and regulations governing school buildings and grounds administration;

Thorough knowledge of safety regulations, procedures and security in the workplace and public buildings;

Thorough knowledge of the principles and practices of supervision;

Good knowledge of budgeting principles, practices and procedures;

Working knowledge of buildings and grounds maintenance and repair practices and procedures;

Working knowledge of safety precautions and practices associated with buildings and grounds maintenance and repair work;

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Working knowledge of the practices and techniques of one or more of the skilled trades\* (defined in minimum qualifications below);

Ability to plan, direct and supervise a program of buildings and grounds maintenance;

Ability to organize, prepare and maintain accurate records and files;

Ability to inspect the work of building tradespersons and contractors to ensure compliance with contract specifications, as well as, applicable codes and regulations;

Ability to understand, interpret, and follow instructions, plans, diagrams, specifications and blueprints;

Ability to understand and follow written and verbal instructions;

Ability to establish, interpret and carry out oral and written policy;

Ability to prepare budgets, operating reports and a variety of other reports relative to program activities;

Ability to communicate effectively both orally and in writing.

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#### MINIMUM QUALIFICATIONS:

Promotion:

Two (2) years of permanent competitive class status in the title of Assistant Superintendent of Buildings and Grounds; or three (3) years of permanent competitive class status in the title of Custodial Supervisor or Asbestos Removal Project Crew Supervisor.

Open Competitive:

A. Graduation from a regionally accredited or New York State registered college with an Associate

Degree in Engineering Technology or a closely related field and four (4) years of work experience in a supervisory capacity over custodial and maintenance personnel; or,

B. Six (6) years of work experience, or its part time equivalent, in building maintenance, four (4) years of which must have been in a supervisory capacity over custodial and maintenance personnel.

SPECIAL REQUIREMENT:

At time of appointment, possession of a valid New York State driver's license and certificates appropriate to the vehicles, equipment and/or machinery operated at time of appointment or during the course of employment consistent with the needs of the School District.

When assigned to Syracuse City School District:

At time of appointment, possession of New York State Asbestos Handler's Certification. Prior to completion of probation period, possession of all NYS Asbestos Inspectors Certification as required.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:**

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

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