



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: Assistant Director of Facilities II
Jurisdictional Class: Competitive
Civil Division: Cayuga-Onondaga BOCES
Adoption: CSM 02/16/21
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for assisting the Director of Facilities II or the School District Administrator in planning, organizing and directing the custodial and maintenance activities of a 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. Although certain activities are performed in the office, the incumbent of this position will, on occasion, be required to perform maintenance and repair related tasks and activities, which may be performed indoors or outdoors under adverse working conditions. Supervision is exercised over subordinate supervisors and staff, which may include employees of the transportation department or those responsible for building safety and security. The work is performed under general supervision of a School District Administrator, which may include the Superintendent, with leeway allowed for the exercise of independent judgment in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in the supervision of staff and may participate in daily preventive maintenance and custodial activities, which may include replacing locks, painting, carpeting/floor tile/window/drywall replacement and/or repair;

Assists in the management, development and scheduling of a preventive maintenance program designed to retain buildings, grounds and equipment in a safe operating condition;

Schedules inspections and completes reports for federal, state and local regulatory agencies to ensure compliance with codes, rules and regulations;

Inspects and oversees 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;

Assists in the supervision of the in-service training of custodial, maintenance and if applicable, transportation employees;

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

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

Monitors expenses to ensure budgetary limits established by the School Board are not exceeded;

Recommends purchase of materials and supplies and develops and directs the maintenance of the inventory control system;

Reviews decisions made by lower-level supervisors regarding work schedules, vacation requests, personal and sick leave requests to ensure compliance with District policies and procedures;

Maintains records and prepares reports related to operations and the work performed and schedules repairs when necessary;

Recommends staffing to the Director of Facilities II and/or administrators and is also responsible for interviewing, hiring, evaluating and disciplining departmental personnel;

TYPICAL WORK ACTIVITIES: (Continued)

Manages, and when necessary, performs preventive maintenance and repairs on equipment, including plumbing, HVAC and electrical systems;

Troubleshoots problems with equipment, including HVAC and electrical systems and may contact contractor to perform repairs when a non-routine issue is identified;

Performs inspections on and tests security systems, safety lighting, fire extinguishers, fire alarm system, doors, and eyewash stations to ensure proper operation and compliance with applicable codes and regulations;

Ensures removal of snow and ice from sidewalks and roadways;

Responds to inquiries from employees, school district administrators and the public regarding school district buildings and grounds activities;

Swimming pool maintenance, if applicable, is limited to maintaining pool's cleanliness and the addition of chemicals to ensure a safe swimming environment for students/public;

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

May use a variety of tools and operates a variety of motor and other equipment related to building and grounds maintenance and repair including snow blowers, lawn mowers, tractors, plow trucks, pick-up trucks, hedge trimmers, chainsaws, drills, reciprocating saws, screwdrivers, wrenches, pliers, hammers and plungers;

May be responsible for operating motor equipment related to the work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

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

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

Thorough knowledge of the principles and practices of supervision;

Good knowledge of the practices and techniques of one or more of the following trades: carpentry, electrical, masonry, plumbing or HVAC (heating, ventilation and air conditioning) installation.

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

Ability to effectively, efficiently and safely use tools and operate equipment related to building and grounds maintenance and repair;

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

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

Ability to perform semi-skilled building trades work;

Ability to understand and follow written and verbal instructions;

Ability to communicate effectively both orally and in writing;

Mechanical aptitude; and

Willingness to work under adverse weather conditions.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one of the following:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in School Facilities Management, Engineering, Engineering Technology, or Building Construction Technology and one (1) year of supervisory work experience in: school facilities maintenance, general building construction, building maintenance or repair work. The aforementioned experience must include *skilled or **semi-skilled work experience in two or more of the following trades: carpentry, electrical, plumbing, or HVAC (Heating Ventilation and Air Conditioning) installation; **OR**

MINIMUM QUALIFICATIONS: (Continued)

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in School Facilities Management, Engineering, Engineering Technology, or Building Construction Technology and three (3) years of supervisory work experience in: school facilities maintenance, general building construction, building maintenance or repair work. The aforementioned experience must include *skilled or **semi-skilled work experience in two or more of the following trades: carpentry, electrical, plumbing, or HVAC (Heating Ventilation and Air Conditioning) installation; or

(C) Five (5) years of supervisory work experience in: school facilities maintenance, general building construction, building maintenance or repair work. The aforementioned experience must include *skilled or **semi-skilled work experience in two or more of the following trades: carpentry, electrical, plumbing, or HVAC (Heating Ventilation and Air Conditioning) installation

*Skilled trades would include journey level experience as a carpenter, electrician, mason, plumber or HVAC (Heating, Ventilating and Air Conditioning) installers.

**Semi skilled workers possess a working knowledge of tools and techniques in order to make repairs to plumbing, electrical, carpentry or HVAC (Heating, Ventilating and Air Conditioning) with little or no supervision. They possess training and experience, but not at the journey level.

Non-Qualifying Experience: Experience limited to building cleaning is **not** qualifying. Building cleaning is defined as activities primarily involving a variety of inside and outside building cleaning activities including, but not limited to, washing walls and windows, polishing floors, cleaning restrooms, disposing of refuse.

SPECIAL REQUIREMENT:

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.

NOTE: Verifiable part-time experience may be prorated toward meeting full-time experience requirements.

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.