



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **Director of Facilities III**
Jurisdictional Class: Competitive
Civil Division: Cayuga-Onondaga BOCES and School Districts
Adoption: CSM 08/13/14
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

A Director of Facilities III is responsible for the administration of a School District's buildings and grounds department. The majority of activities are performed in the office, but the incumbent will spend time at various work sites ensuring that work is being performed and completed in an efficient manner. The incumbent will rarely be required to perform maintenance or repair related tasks and activities, but needs to be able to perform such tasks if the need occurs. This position differs from Director of Facilities II in that the incumbent has primarily administrative responsibilities, while the Director of Facilities II has supervisory responsibilities over custodial, maintenance staff and where applicable, employees of the transportation department. The work is performed under the general supervision of the School Superintendent 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 staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Exercises administrative direction and supervision over the operations and with personnel involved in the buildings and grounds and where applicable, the transportation department of a school district;
Develops procedures to ensure the preventative maintenance program is carried out to ensure buildings, grounds and equipment are maintained in a safe operating condition;
Directs, assigns, trains and evaluates the work of subordinate personnel;
Interviews applicants for employment, makes hiring recommendations to the Superintendent and School Board;
Reviews the School District's expenditures from the prior year and assists the Superintendent with the budget process by forecasting and planning for the upcoming budget;
Assists the Superintendent and School Board in the formulation of policies related to buildings and grounds maintenance, and where applicable, fleet maintenance;
Attends 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;
Creates and maintains records and reports relative to the work performed;
Discusses maintenance, repair and operational needs with school administrator(s);
Performs preventative maintenance and repairs on equipment, including plumbing, electrical, heating, ventilating and air conditioning systems;
Performs routine inspections on and tests security systems, safety lighting, fire extinguishers, fire alarm system, doors, and eyewash stations to ensure proper operation;
Troubleshoots problems with equipment, and when a non-routine issue is found, may contact contractor to perform repairs;
Inspects painting, carpentry, plumbing, electrical, and other mechanical maintenance and construction work performed by private contractors, custodial, or maintenance employees to ensure work is performed and completed satisfactorily.
Orders cleaning supplies, fuel and parts for equipment and buildings;
Sets work schedules and processes vacation, personal and sick leave requests and ensures employees have adequate leave accruals;
Supervises the in-service training of custodial, maintenance and transportation employees;

Responds to inquiries from employees, school district administrators and the public regarding school district buildings and grounds activities;
Maintains records and prepares reports related to operations;

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 practices and techniques of one or more of the specialty trades* (defined in minimum qualifications below);
Good knowledge of modern management principles and practices;
Good knowledge of modern principles and practices of administrative supervision;
Ability to organize, prepare and maintain accurate records and files;
Ability to inspect the work of building tradespersons and contractors;
Ability to understand and follow written and verbal instructions;
Ability to 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;
Ability to plan and supervise the work of others;
Mechanical aptitude.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology or a related field PLUS two years of experience in general building construction, building maintenance or repair work in one or more of the specialty trades* such as plumbing, electrical work, heating ventilating and air conditioning installation, etc., one year of which must have been in a supervisory capacity; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology or a related field PLUS four years of experience as outlined in (A), one of which must have been in a supervisory capacity; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Verifiable part-time and/or volunteer experience may be prorated toward meeting full-time experience requirement.

SPECIAL REQUIREMENTS:

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 or employment consistent with the needs of the School District.

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.