



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **Director of Facilities II**
Jurisdictional Class: Competitive
Civil Division: County Schools, BOCES
Adoption: CSM 09/11/13
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

A Director of Facilities II is responsible for 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. This position differs from Director of Facilities I in that the incumbent has a greater scope of responsibility and is typically responsible for the supervision of more than one unit. Supervision is exercised over subordinate supervisors and staff, which may include employees of the transportation department or those responsible for building safety and security. This position differs from Director of Facilities III in that this position is less administrative in nature. 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)

Supervises 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;
Manages, develops and schedules 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;
Supervises the in-service training of custodial, maintenance and if applicable, transportation employees;
Discusses capital projects, maintenance, repair and operational needs with school administrator(s);
Reviews 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 administrators and is also responsible for interviewing, hiring, evaluating and disciplining departmental personnel;

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

Thorough knowledge of the principles and practices of administrative supervision;

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 instructs, plans, diagrams, specifications and blueprints;

Ability to understand and follow written and verbal instructions;

Ability to communicate effectively both orally and in writing;

Mechanical aptitude;

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) A Bachelor's or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology and two years of experience in school facilities maintenance general building construct, building maintenance or repair work in two or more of the skilled trades*, which included two years of supervisory experience; or
- (B) An Associate's or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology and four years of experience in school facilities maintenance, general building construction, building maintenance or repair work in two or more of the skilled trades*, which included two years of supervisory experience; or
- (C) Six years of experience in school facilities maintenance, general building construction, building maintenance or repair work in more than one of the skilled trades such, which included two years of supervisory experience.

*Skilled trades would include journey level experience as a carpenter, electrician, mason, plumber or heating, ventilating and air conditioning installers.

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.