

DIRECTOR OF SCHOOL FACILITIES AND OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for managing the maintenance and operations activities in one larger school system or two or more smaller school systems. Such activities include the school's heating, ventilation, air conditioning and lighting as well as the maintenance of buildings and grounds. This position may also involve responsibility for budget preparation and purchasing. The work is performed under general supervision with leeway allowed for the use of independent judgment while in accordance with established policies and procedures. Supervision is exercised over custodial and other assigned staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs and supervises assigned staff in the safe and efficient operation and maintenance of a school system's buildings and grounds;

Participates in the selection, training and development of subordinate staff;

Develops, schedules and manages a preventive maintenance program designed to retain buildings, grounds and equipment in safe operating condition;

Makes recommendations to school administrators on maintenance, repair and operational needs;

Makes periodic inspections of buildings and grounds, especially heating plants and other potentially hazardous equipment;

Serves as a resource person for a negotiator in employee contract negotiations;

Participates with other management personnel and the Board of Education in the planning of major repair and new construction work;

On assignment, represents the school superintendent and/or Board of Education;

Ensures that subordinate staff conforms to requirements of law and policies of the school system and reports improper conduct of employees to immediate superior;

Plans and supervises school system security activities;

Identifies and reports mechanical and structural deficiencies and the need or repair or replacement to superior;

Investigates complaints and takes appropriate action to reduce repetition;

Inspects and prepares reports on the work of outside contractors and recommends acceptance or rejection;

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Schedules assigned staff to assure adequate coverage for regular and special event school activities;
Investigates and reports building damage with recommendations for repair and prevention;
Prepares preliminary plans, specifications and cost estimates of assigned repair and alteration projects;
Prepares maintenance and operation budgets and justifications;
Makes presentations to various groups regarding construction projects, new equipment, budget, etc.;
Maintains records of time and material expended, supplies inventory and projections of workload;
Directs snow and ice control activities, tree and decorative planting and pruning, athletic field and swimming pool maintenance;
Responds to emergencies and organizes staff to provide indicated needs;
Receives and acts on citizen complaints regarding school property.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of building operation and maintenance activities in a multiple structure system;
Comprehensive knowledge of heating plant and air conditioning operations as well as safety precautions;
Comprehensive knowledge of the principles and practices of coordinating maintenance and custodial staff;
Comprehensive knowledge of building maintenance operations and trades;
Thorough knowledge of construction drafting, blueprints and specifications;
Ability to understand, inspect and remedy defects in the maintenance and operation of buildings and equipment;
Ability to plan, organize, coordinate, train and supervise a staff having diverse skills such as heating, plumbing, electrical, air conditioning, carpentry, painting and grounds maintenance;
Ability to maintain efficiency and harmony in working relationships among subordinates;
Ability to apply critical attitude in the inspection and evaluation of work completed and in progress;
Ability to communicate effectively both orally and in writing;
Ability to speak in public;
Ability to prepare preliminary budgets and renovation estimates;

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Mechanical aptitude;
Dependability.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Engineering Technology or closely related field and four years of supervisory experience over custodial and maintenance personnel; OR
- B) Six years of building maintenance experience, four of which must have been in a supervisory capacity over custodial and maintenance personnel; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

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COMPETITIVE