

ASSISTANT DIRECTOR OF SCHOOL FACILITIES AND OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting the Director of School Facilities and Operations with supervisory and administrative duties. Such duties include personnel administration, supervision and coordination of custodial and maintenance services, budget preparation and community relations. Work is performed under general supervision with leeway permitted for the exercise of independent judgement. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in training, evaluating and recruiting school personnel involved in maintenance, custodial and security operations;
Develops work schedules for custodial and maintenance personnel;
Supervises staff involved in maintenance and operation of school systems, buildings and grounds;
Assists in providing for a preventative maintenance program for the greatest longevity of buildings and equipment;
Assists in installing safety equipment and developing procedures to ensure the protection of district personnel and students;
Corresponds with vendors and contractors to ensure contracted services and supplies are provided as requested;
Assists with minor construction and rehabilitation projects by determining plan feasibility, developing time schedules and supervisory work progress;
Instructs personnel with responsibilities toward the community and sees that they comply;
May assist with union negotiations by acting as a district team member.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of building maintenance custodial and operation activities in a multiple structure system;
Thorough knowledge of heating plant and air conditioning operations and safety precautions;
Thorough knowledge of the principles and practices of coordinating maintenance and custodial staff and materials;
Thorough knowledge of building maintenance and operations;
Good knowledge of construction drafting, blueprints and specification;

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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 in heating, plumbing, electrical, air conditioning, carpentry, painting, custodial and grounds maintenance personnel;
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, understand, and execute oral and written directions;
Ability to prepare preliminary budget and renovation estimates;
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 two years of experience in supervisory capacity over custodial and maintenance personnel; OR
- B) Four years of building maintenance experience of which two years shall have been in a supervisory capacity over custodial and maintenance personnel; OR
- C) An equivalent combination of training and experience as indicated in A) and B) above.

R744 8/31/10

COMPETITIVE