

DEPUTY COMMISSIONER OF PUBLIC WORKS - BUILDINGS AND GROUNDS

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Public Works and as the Director of the Division of Buildings and Grounds, the incumbent is responsible for all maintenance, repair, and building service work in the County buildings, including superintendence of non-recurring repairs and replacements. Supervision is exercised over all staff of the Building and Grounds Division. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts for and in behalf of the Commissioner of Public Works within the assigned areas of responsibility in his/her absence;
Directs the operation of building services, such as the elevator service, window washing and cleaning contract services;
Directs the cleaning and overall upkeep of County buildings;
Directs custodial force;
Directs the operation of HVAC facilities;
Establishes, directs and supervises the building facilities repair, maintenance and operation program;
Administers the work of contractors doing work in connection with maintenance and improvement of buildings;
Administers the county facilities energy program;
Prepares and submits budget requirements to Commissioner of Public Works;
Administers operation and management of the County telecommunications system;
Administers operation of the County lot and automotive service center;
Directs the maintenance and repairs of buildings deeded to the County by Welfare recipients;
Makes cost estimates for building construction and maintenance.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current practices involved in the maintenance of modern large-scale buildings and grounds;
Good knowledge of the operation and maintenance of steam-boiler equipment;
Good knowledge of the tools, terminology and practices of the several mechanical and construction trades;
Good knowledge of energy conservation methods and procedures for large buildings including boiler efficiency adjustments, thermostatic control systems, lighting energy modifications;
Working knowledge of air conditioning equipment;
Ability to analyze utility cost billings and formulate reports

based on time;
Ability to understand and carry out complex oral and written directions;
Ability to plan and supervise the work of others;
Ability to read and interpret mechanical and building plans and specifications;
Ability to make or obtain cost estimates for building alterations and repairs;
Dependability;
Initiative;
Resourcefulness;
Willingness to respond to emergency situations;
Physical condition commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS*:

- A) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree in engineering or a closely related field and four years experience in the construction, operation and/or maintenance of buildings, including experience in estimating construction and building service costs, directing installation or operation of mechanical equipment such as heating, air conditioning, power and light, etc. and three years of supervisory experience over building operations staff; OR
- B) Graduation from high school or possession of a high school equivalency diploma and twelve years of experience in the construction, operation and/or maintenance of buildings including experience as described in A) and three years of supervisory experience as described in A); OR
- C) An equivalent combination of training and experience as described by the limits of A) and B) above.

* Not specified in the County Charter or Administrative Code.

SPECIAL NOTE: Incumbent is designated as an Emergency Operations Center staff member by the County Executive.

R315 8/15/02

EXEMPT