

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: DIRECTOR OF FACILITIES **GRADE:** 23

TITLE ABBREVIATION: DIR OF FACILITIES **TITLE NO.:** 6286

JURIS.CL: NC **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** AD

DEPARTMENT: PUBLIC WORKS **DIVISION:** BUILDINGS

NATURE OF THE WORK: The work involves responsibility for overseeing and monitoring building construction and renovation projects within Orange County Government. The incumbent performs regular project site inspections, monitors progress of work and ensures compliance with approved specifications and plans. The incumbent also acts as a liaison between the resident engineer, contractors and Commissioner of Public Works.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-position class allocated to the non-competitive class of the classified service. Works under the general supervision of the Commissioner of Public Works, with latitude for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over assigned staff. Oversees the work performed by various contractors on capital projects.

TYPICAL DUTIES AND TASKS:

Administers all major building projects for the department and performs contract administration for same;

Coordinates contracts to meet schedule requirements in order to keep project within budget and on time with a minimum of change orders;

Conducts regular site inspections on County building construction and renovation projects;

Ensures that progress of construction meets specifications, code requirements and scheduled completion targets;

Maintains logs and records in order to prepare regular reports to Commissioner regarding the progress and quality of work;

Acts as a liaison between the resident engineer, contractors and Commissioner;

Reviews plans and specifications with resident engineer and contractor assigned to work project;

Supervises building construction and renovation work on force account projects;

Participates in the preparation of annual budget related to construction and renovation costs for buildings;

Assists in the formulation of project management policies and procedures;

Attends meetings as needed to report on the status of ongoing building projects.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles and practices of construction site management; good knowledge of building codes and regulations; good knowledge of the building trades; skill in determining quality of building trades work performed; ability to read and interpret plans and specifications; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with contractors, engineers and County officials; ability to prepare reports and maintain records; tact; initiative; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (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 in engineering, architecture, construction technology or related field and six (6) years of experience in building construction; 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 engineering, architecture, construction technology or related field and eight (8) years of experience in building construction, two (2) years of which shall have been in a supervisory capacity; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and ten (10) years of experience in building construction, four (4) years of which shall have been in a supervisory capacity.