

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: DIRECTOR OF PROFESSIONAL SERVICES **GRADE:** 24

TITLE ABBREVIATION: DIR PROF SERVS **TITLE NO.:** 6339

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

DEPARTMENT: PUBLIC WORKS **DIVISION:** BUILDINGS

NATURE OF THE WORK: The work involves responsibility for planning, directing and coordinating functions of the Division of Building and Grounds of the Department of Public Works. Areas of responsibility include the oversight of security and safety, policy and procedures, contracts, bid specifications, capital projects, hazardous materials surveys and abatement and assisting the Deputy Commissioner with the daily operations of the department. Work is performed in compliance with all governing regulations and policies.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-position class allocated to the competitive class of the classified service. Works under the general supervision of the Deputy Commissioner for Infrastructure Services with latitude for independent judgment. Supervision is exercised over assigned staff.

TYPICAL DUTIES AND TASKS:

Assists Deputy Commissioner of Infrastructure Services with the daily operations of the Division of Buildings and Grounds; assumes responsibility for the division in the absence of the Deputy;

Provides direction and oversight to all subordinate staff in the areas of problem-solving equipment and building systems' failures, service contracts and developing corrective course of action in a timely manner;

Responds to all emergency situations involving Orange County buildings such as fires, accidents, power outages, natural disasters, etc.;

Develops and writes all specifications for bid documents, requests for proposals and requests for quotations on all service contracts, major equipment purchases and capital projects in the Division of Buildings and Grounds;

Performs project monitoring on all buildings and grounds projects to assure that all contracted vendors and contractors are meeting all requirements of contract specifications and are working within contract timeframes and cost parameters as defined in the contract;

Works with outside engineering firms in the development of plans and specifications for major building and equipment improvements; Reviews all plans and specifications and preparation for bid; Prepares bids for all projects over \$50,000 under the Wicks Law;

Performs all bid walk-throughs with potential vendors and service contractors who seek to submit a bid quote;

Prepares justification for all change orders to service contractors for additional funding or time extensions when emergencies arise;

Coordinates with other County Departments all outside service contract work to be performed which may interfere with daily operations;

Assists the Deputy Commissioner in annual budget preparations;

Prepares reports and maintains records as required;

Performs other duties as assigned by the Deputy Commissioner of Infrastructure Services;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of administrative practices and procedures applicable to the operation of buildings, facility maintenance and equipment; good knowledge of effective management and supervisory techniques; good knowledge of applicable laws, rules and regulations governing the operation of buildings and service contracts; good knowledge of policies and procedures of the County and the department; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; ability to follow oral and written instructions; ability to establish and maintain effective working relationships; ability to prepare specifications, reports and maintain records; tact; initiative; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's Degree and two (2) years of full time experience in construction or facilities maintenance which shall have been in a supervisory capacity; OR
- (B) Associate's Degree and four (4) years of full time experience as described in (A) above, 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 six (6) years of full time experience as described in (A) above, two (2) years of which shall have been in a supervisory capacity.

SPECIAL REQUIREMENT: Must possess and maintain a valid driver's license.

NOTE:

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.