

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: ASSISTANT DIRECTOR OF FACILITIES II

TITLE #: 1863

DISTINGUISHING FEATURES OF THE CLASS: An Assistant Director of Facilities II is responsible for assisting the Director of Facilities II with planning, organizing and directing the operation, maintenance and repair activities of a School District's facilities department. The work is performed according to established policies and procedures and in accordance with applicable State, local, and federal laws, rules and regulations which apply to school district facility operations and maintenance. Although certain activities are performed in the office, the incumbent of this position will, on occasion, be required to perform maintenance and repair related tasks and activities, which may be performed indoors or outdoors under adverse working conditions. Supervision is exercised over subordinate supervisors and staff, which may include employees of the transportation department or those responsible for building safety and security. The work is performed under general supervision of a Director of Facilities II or a School District Administrator, which may include the Superintendent, with leeway allowed for the exercise of independent judgment in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Director of Facilities II with scheduling inspections and completes reports for federal, state and local regulatory agencies to ensure compliance with codes, rules and regulations;

Supervises staff responsible for daily preventive maintenance and custodial activities, which may include replacing locks, painting, carpeting/floor tile/window/drywall replacement and/or repair;

Assists with the management, development and scheduling a preventive maintenance program designed to retain buildings, grounds and equipment in a safe operating condition;

Inspects and oversees painting, carpentry, plumbing, electrical, and other mechanical maintenance and construction work performed by private contractors, custodial, or maintenance employees to ensure work is in compliance with contract specifications, as well as, applicable codes and regulations;

Assists in the discussion of capital projects, maintenance, repair and operational needs with school administrator(s);

Reviews the School District's expenditures from the prior year and assists the administration with the budget process by forecasting and planning for the upcoming budget;

Assists with the monitoring of expenses to ensure budgetary limits established by the School Board are not exceeded;

Recommends purchase of materials and supplies and develops and directs the maintenance of the inventory control system;

Reviews decisions made by lower-level supervisors regarding work schedules, vacation requests, personal and sick leave requests to ensure compliance with District policies and procedures;

Maintains records and prepares reports related to operations and the work performed and schedules repairs when necessary;

Assists with the recommendations of staffing to administrators and is also responsible for interviewing, hiring, evaluating and disciplining departmental personnel;

Assists with the managing of, and when necessary, performs preventive maintenance and repairs on equipment, including plumbing, HVAC and electrical systems;

Troubleshoots problems with equipment, including HVAC and electrical systems and may contact contractor to perform repairs when a non-routine issue is identified;

Oversees or performs inspections on and tests security systems, safety lighting, fire extinguishers, fire alarm system, doors, and eyewash stations to ensure proper operation and compliance with applicable codes and regulations;

Ensures removal of snow and ice from sidewalks and roadways;

Responds to inquiries from employees, school district administrators and the public regarding school district buildings and grounds activities;

Swimming pool maintenance, if applicable, is limited to maintaining pool's cleanliness and the addition of chemicals to ensure a safe swimming environment for students/public;

May work with construction managers, architects and/or engineers to develop, implement and complete capital improvement projects and other long-term plans;

May use a variety of tools and operates a variety of motor and other equipment related to building and grounds maintenance and repair including snow blowers, lawn mowers, tractors, plow trucks, pick-up trucks, hedge trimmers, chainsaws, drills, reciprocating saws, screwdrivers, wrenches, pliers, hammers and plungers;

May conduct or coordinate the in-service training of custodial, maintenance and if applicable, transportation employees;

May be responsible for operating motor equipment related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of applicable codes, laws, rules and regulations governing school buildings and grounds administration; Good knowledge of buildings and grounds maintenance and repair practices and procedures; Good knowledge of safety precautions and practices associated with buildings and grounds maintenance and repair work; Good knowledge of the principles and practices of administrative supervision; Good knowledge of budgeting; Ability to organize, prepare and maintain accurate records and files; Ability to effectively, efficiently and safely use tools and operate equipment related to building and grounds maintenance and repair; Ability to inspect the work of building tradespersons and contractors to ensure compliance with contract specifications, as well as, applicable codes and regulations; Ability to prepare budgets, operating reports and a variety of other reports relative to program activities; Ability to understand, interpret, and follow instructions, plans, diagrams, specifications and blueprints; Ability to understand and follow written and verbal instructions; Ability to communicate effectively both orally and in writing; Mechanical aptitude; and willingness to work under adverse weather conditions.

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 or higher-level in School Facilities Management, Engineering, Construction Management or Architecture and one year of experience in school facilities maintenance, general building construction, building maintenance or repair work, or construction management, which must have been at a supervisory* level.; 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 or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology or Architectural Technology and three years of experience in school facilities maintenance, general building construction, building maintenance or repair work, or construction management, one year of which must have been at a supervisory* level; OR
- (C) Five years of experience in school facilities maintenance, general building construction, building maintenance or repair work, or construction management, one year of which must have been at a supervisory* level; OR
- (D) An equivalent combination of education and experience as defined in (A), (B) and (C) above.

Non-Qualifying Experience: Experience limited to building cleaning is not qualifying. Building cleaning is defined as activities primarily involving a variety of inside and outside building cleaning activities including, but not limited to, washing walls and windows, polishing floors, cleaning restrooms, disposing of refuse.

A degree in landscape architecture shall not be qualifying.

*Employee supervision is defined as responsible direction and control of subordinate employees. This involves a responsibility for planning for individuals in a work group and includes but is not limited to, assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

Project Management experience which did not include the minimum amount of experience in employee supervision is not qualifying.

Construction Management: includes management of a building construction project from inception to completion including cost estimating, construction planning/scheduling and construction inspection to ensure compliance with building codes.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license and certificates appropriate to the vehicles, equipment and/or machinery operated at time of appointment or during the course of employment consistent with the needs of the School District.

NOTE: Verifiable part-time experience may be prorated toward meeting full-time experience requirements.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

JURISDICTIONAL CLASSIFICATION: Competitive

ADOPTED: 06/11/19