

DIRECTOR OF FACILITIES, MAINTENANCE, OPERATIONS & TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and supervisory position involving responsibility for planning, organizing and directing the maintenance, repair and alteration of a school district's buildings and grounds, as well as the school transportation department. Responsibilities include participation in complex maintenance activities, representing the district in planning and developing facilities and new construction, budget preparation and management, overseeing transportation and emergency management operations. Work is performed in accordance with established policy under general supervision of the School Superintendent, with leeway permitted for the exercise of independent judgment. Supervision is exercised over building, custodial, maintenance, operations, and transportation staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Leads, organizes, manages and supervises all maintenance and custodial operations of the school district in compliance with all applicable laws, rules, regulations and Board of Education policies and procedures;

Directs and supervises assigned staff in the safe and efficient maintenance and operation of school system buildings and grounds;

Participates in the selection, training and development of subordinate staff;

Develops, schedules and manages a preventive maintenance program designed to retain buildings, grounds and equipment in safe operating condition;

Develops, implements and monitors an energy conservation program, making recommendations for efficiency and reduction in operating costs;

Provides and maintains an efficient and effective waste disposal system with provisions for recycling of all waste permitted by local and State regulations;

Establishes and implements a program of safety, accident prevention, health maintenance, and related staff development for all employees;

Provides oversight of the transportation department, and recommends weather and systems-related school closings and delays, as required;

Makes periodic inspections of buildings and grounds, especially heating plants and special hazard equipment;

Identifies and reports mechanical and structural deficiencies and the need for repair or replacement to superior;

Investigates and reports on damage to buildings with recommendations for repair and prevention;

Confers with school administrators on maintenance, repair, and operational needs;

Participates with other management personnel and Board of Education in the planning of new construction and major repair work;

Prepares preliminary plans, specifications and cost estimates of assigned repair and alteration projects;

Inspects and prepares reports on the work of outside contractors and recommends acceptance or rejection;

Represents the school superintendent and/or Board of Education in planning sessions with engineers and architects for proposed facility alterations, as assigned;

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Serves as liaison for the school district on the Long Range Facilities Plan and to the New York State Education Department;  
Enforces staff compliance with requirements of applicable laws, rules, regulations and policies, and reports improper conduct of employees to higher level supervisory staff;  
Manages preparation of maintenance and operation budgets and justifications;  
Maintains records of time and material expended, supplies, inventory and projections of workload;  
Directs snow and ice control activities, tree and decorative planting and pruning and athletic field maintenance;  
Receives and acts to resolve complaints from district staff and/or the public regarding school property and/or school transportation issues;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of building maintenance 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 trades and operations; good knowledge of construction drafting, blueprints and specifications; 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 trades, grounds keeping, maintenance and transportation; ability to maintain effective and efficient working relationships with and among subordinate staff; ability to effectively inspect and evaluate work both completed and in progress; ability to communicate, understand and execute oral and written directions; ability to prepare preliminary budget and renovation estimates; mechanical aptitude; high ethics and professionalism; dependability.

MINIMUM QUALIFICATIONS:

Bachelor's degree or higher and five (5) years of experience in construction and/or property management, at least three (3) years of which shall have been in a supervisory capacity; or

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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.