

FACILITIES, TECHNOLOGY AND TRANSPORTATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is high level administrative and supervisory work involving responsibility for management of overall operations and maintenance of school district facilities and systems, including buildings, grounds, transportation, information technology and computer systems. Responsibilities include hands-on management of and participation in complex maintenance activities, as well as participation in budget preparation, purchasing, planning, and other related activities. Work is performed in accordance with established policy under general supervision, requiring considerable exercise of independent judgment. Supervision is exercised over building, custodial, maintenance and other staff as assigned. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, implements and manages preventive maintenance program to retain buildings, grounds and equipment in safe operating condition;
Directs and supervises assigned staff in the safe and efficient maintenance and operation of school system buildings, grounds and equipment;
Oversees or makes periodic inspections of buildings, grounds, HVAC systems, equipment, vehicles, special hazard apparatus, etc.;
Identifies mechanical/structural deficiencies and reports repair/replacement needs to school administration;
Investigates damage to buildings and makes repair/prevention recommendations;
Directs snow and ice control activities;
Directs ground activities such as plantings, pruning and athletic field maintenance;
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 & cost estimates of repairs/alterations;
Oversees, inspects and reports on work of outside contractors;
Represents the school superintendent and/or Board of Education in planning sessions with engineers and architects, as assigned;
Enforces staff compliance with applicable laws, rules, regulations and policies, and reports improper conduct of employees to school administration;
Participates in preparation of maintenance/operations department budgets;
Participates in development of school district emergency management plans;
Acts as Incident Command Supervisor in emergency situations, organizes district emergency response, assigns staff as needed;
Oversees operation of Transportation Department, and ensures compliance with applicable laws, rules and regulations;
Prepares transportation budget including negotiation of contracts with outside transportation vendors;
Supervises transportation staff including the Head Driver, district drivers and monitors, and contracted drivers, including review/approval of timesheets for transportation personnel;
Receives and acts to resolve complaints from district staff and/or the public regarding school property and/or school transportation issues;
Serves as school district coordinator and primary contact person with outside vendors for all technology systems;
Supports and coordinates the District's technology staff and systems;
Coordinates budgeting, ordering, set up of technology equipment including computers;
Develops and implements preventive maintenance schedules of all technology equipment including computer hardware;
Maintains district-wide inventory of all technology systems including hardware, software and maintenance agreements;
Coordinates evaluation of new technology including new hardware and software;
Supervises technology maintenance and repairs processes and procedures;
Coordinates analysis of technology problems and development of solutions;
Coordinates technology HelpDesk for the school district;
Oversees technology implementations, operating procedures and standards;

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Oversees development and implementation of the District's 5 Year Technology Plan in collaboration with the District's Technology Committee and CIO;
Maintains records of time and materials, supplies, inventory, workload projections;
Supervises ordering and maintenance of supplies and materials inventory;
Participates in selection, training and development of subordinate staff;
May serve as resource person for employee contract negotiations;
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 building maintenance trades and operations; thorough knowledge of the principles and practices of supervision; good knowledge of construction drafting, blueprints and specifications; good knowledge of school district transportation management and operations; good knowledge of principles and practices of networking and computer system operations, analysis and troubleshooting; ability to understand, inspect and remedy defects in the maintenance and operation of buildings and equipment; ability to prepare preliminary budget and renovation estimates; good technical aptitude and ability stay current with changes in technology; ability to plan, coordinate, train and supervise personnel having diverse skills; ability to maintain efficiency and harmony in working relationships among subordinates; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships; mechanical aptitude; dependability.

MINIMUM QUALIFICATIONS: Either

- a) Associate's Degree or higher-level degree in Engineering, Engineering Technology, Building Construction Technology, Facilities Management, or a related field and two (2) years of full-time paid experience in facilities management, general building construction, building maintenance or repair work which included one year in a supervisory capacity over building, custodial and/or maintenance personnel; or
- b) Thirty (30) credit hours and four (4) years of full-time paid experience in facilities management, general building construction, building maintenance or repair work which included two (2) years in a supervisory capacity over building, custodial and/or maintenance personnel; or
- c) Graduation from high school or possession of a comparable diploma and six (6) years of full-time paid experience in facilities management, general building construction, building maintenance or repair work which included three (3) years in a supervisory capacity over building, custodial and/or maintenance personnel.

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:

Recent professional experience in the computer technology field which included system or program design, help desk activities, hardware/software troubleshooting, support, repair, or related computer technology activities.

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.