

SUPERVISOR OF FACILITIES

DISTINGUISHING FEATURES OF THE CLASS: This is a high level technical and administrative position involving the supervision and management of heating, ventilation, air-conditioning, lighting, and maintenance and safe operation of all County facilities and grounds, including the County Park. The position works under the general direction of the Commissioner of Highways and Facilities with wide leeway allowed for the exercise of independent judgment, particularly on the allocation and assignment of personnel and equipment. The incumbent participates in budget preparation and purchasing activities related to facility operations and consults with the Commissioner of Highways and Facilities on the implementation of policies and operational priorities and schedules as they relate to facilities. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs and supervises staff in the safe and efficient operations, repairs, maintenance and construction of County buildings and grounds;

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

Plans the daily activities of building mechanics and trades people;

Interviews and selects all seasonal employees including lifeguards and supervising lifeguards at County Park facilities;

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

Confers with County officials on maintenance, repair and operational needs;

Approves all purchase requisitions related to facilities;

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;

Participates with other management personnel in the planning of 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 County in planning sessions with engineers and architects for proposed facility alterations;

Maintains records of time and material expended, supplies, inventory and projections of workload;

Participates in coordination of snow and ice control at County facilities;

Writes and implements division policies and procedures;

Ensures that subordinate staff conform to requirements of law and policies of the County;

Counsels and disciplines employees, as appropriate, in the Facilities Division;

Assists the Personnel Department in meeting Federal, State and County Law, rules and regulations relating to drug and alcohol testing of department employees;

Plans and supervises building security activities;

SUPERVISOR OF FACILITIES (cont'd)

Directs and supervises the aquatic and maintenance staff at the County Park;
Schedules assigned staff to assure adequate coverage for regular and special County activities;
Prepares, in cooperation with the Fiscal Manager, the Facilities Division maintenance and operation budgets;
Responds to emergencies and organizes staff to cope with indicated needs;
Serves as a member of the County bargaining team, prepares proposals and acts as an ongoing resource person in employee contract negotiations;
Verifies that all aquatic personnel have all the necessary credentials as required by the New York State and Putnam County Health Departments;
Receives and acts on citizen complaints regarding County property;
Prepares reports of division activities, as necessary;
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 heating, plumbing, electrical, air conditioning, carpentry, painting, other trades and grounds maintenance personnel; ability to maintain efficiency and harmony in working relationships among subordinates; ability to apply a critical attitude in the inspection and evaluation of work completed and in progress; ability to communicate, understand and execute oral and written directions; ability to prepare preliminary budget and renovation estimates; mechanical aptitude; dependability.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's Degree in Engineering Technology or a related field and one (1) year of full-time paid experience in a supervisory capacity over building, custodial and maintenance personnel; or
- b) Associate Degree in Engineering Technology or related field and three (3) years of full-time paid experience in a supervisory capacity of building, custodial and maintenance personnel; or
- c) Six (6) years of building maintenance experience of which three (3) years shall have been full-time paid experience in a supervisory capacity over building, custodial and maintenance personnel; or
- d) An equivalent combination of training and experience as described in (a), (b) and (c) above.

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.