

DIRECTOR OF SCHOOL FACILITIES AND OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and supervisory position involving responsibility for the management of heating, ventilation, air conditioning, lighting, and maintenance of a school system's buildings and grounds. Responsibilities include participation in complex maintenance activities, assisting in budget preparation, and purchasing activities. 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 staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

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;
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;
Enforces staff compliance with requirements of applicable laws, rules, regulations and policies, and reports improper conduct of employees to higher level supervisory staff;
Assists in the 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;
Assists and serves as resource person for employee contract negotiations;
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;

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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:

- a) Bachelor's degree or higher in facilities management, engineering, engineering technology, building construction technology or a related field and two (2) years of experience in either general building construction or maintenance work in one or more of the standard trades, such as carpentry, plumbing, or electrical, two (2) years of which shall have been in a supervisory capacity; or
- b) Associate's degree in facilities management, engineering, engineering technology, building construction technology or a related field and four (4) years of experience in either general building construction or maintenance work in one or more of the standard trades, such as carpentry, plumbing, or electrical, two (2) years of which shall have been in a supervisory capacity; or
- c) Graduation from high school or possession of a comparable diploma and six (6) years of experience in either general building construction or maintenance work in one or more of the standard trades, such as carpentry, plumbing, or electrical, two (2) year of which shall have been in a supervisory capacity; or
- d) An equivalent combination of training and experience as indicated 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.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.

SPECIAL REQUIREMENTS FOR APPOINTMENT IN SCHOOL DISTRICTS:

1. 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.
2. Possession of Asbestos Abatement License, Supervisor Certificate, pursuant to requirements of New York State Labor Law, Article 30, within six (6) months after appointment.