

## **ASSISTANT DIRECTOR OF FACILITIES III (SCHOOLS)\***

**DISTINGUISHING FEATURES OF THE CLASS:** An Assistant Director of Facilities III is responsible for assisting the Director of Facilities III with the daily activities associated with providing administrative direction to 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. The majority of activities are performed in the office, but the incumbent will spend time at various work sites ensuring that work is being performed and completed in an efficient manner. The work is performed under the general supervision of the Director of Facilities III with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinate supervisors. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Assists the Director of Facilities III in exercising administrative direction and supervision over the operations and personnel involved in the facilities department and where applicable, the transportation department of a school district;
- Assists the Director of Facilities III in the development of policies and procedures to ensure the preventive maintenance program is carried out to ensure buildings, grounds and equipment are maintained in a safe operating condition;
- Assists the Director of Facilities III in directing, assigning, training and evaluating the work of subordinate supervisors and personnel;
- Assists the Director of Facilities III in the creation and maintenance of records and reports relative to operations and the programs supervised;
- Assists the Director of Facilities III in ensuring that inspections and reports are completed for federal, state and local regulatory agencies to ensure compliance with codes, rules and regulations;
- Assists the Director of Facilities III, the Superintendent and School Board in the formulation of policies related to buildings and grounds maintenance, and where applicable, fleet maintenance;
- Assists the Director of Facilities III in discussing capital projects, maintenance, repair and operational needs with school administrator(s);
- Assists the Director of Facilities III by working with construction managers, architects and/or engineers to develop, implement and complete capital improvement projects and other long-term plans;
- Assists the Director of Facilities III by ensuring that preventive maintenance is performed and meets regularly with subordinates to discuss repairs on equipment, including plumbing, HVAC and electrical systems;
- Assists the Director of Facilities III by ensuring that custodial, maintenance and if applicable, transportation employees receive necessary in-service training;
- Assists the Director of Facilities III with reviews of the School District's expenditures from the prior year and with the budget process by forecasting and planning for the upcoming budget;
- Assists the Director of Facilities III with the Approval of purchase requests of cleaning supplies, fuel and parts for equipment and buildings;
- Assists the Director of Facilities III with the inspection of 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;

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Assists the Director of Facilities III by ensuring that inspections are performed and tests of security systems, safety lighting, fire extinguishers, fire alarm system, doors, and eyewash stations are completed to ensure proper operation and compliance with applicable codes and regulations;

Assists the Director of Facilities III in making staffing recommendations to administrators and also assists in interviewing, hiring, evaluating and disciplining departmental personnel;

Assists the Director of Facilities III in the establishment and enforcement of policies and procedures regarding work schedules, vacation, personal and sick leave requests and ensures employees have adequate leave accruals;

Assists the Director of Facilities III in responding to inquiries from employees, school district administrators and the public regarding school district buildings and grounds activities;

Attends monthly School Board meetings and other committee meetings, as required, to address issues specific to the buildings and grounds department and where applicable, the transportation department.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of applicable codes, laws, rules and regulations governing school buildings and grounds administration; thorough knowledge of safety regulations, procedures and security in the workplace and public buildings; thorough knowledge of the principles and practices of administrative supervision; thorough knowledge of budgeting principles, practices and procedures; working knowledge of buildings and grounds maintenance and repair practices and procedures; working knowledge of safety precautions and practices associated with buildings and grounds maintenance and repair work; ability to plan, direct and supervise a program of buildings and grounds maintenance; ability to organize, prepare and maintain accurate records and files; 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 understand, interpret, and follow instructions, plans, diagrams, specifications and blueprints; ability to understand and follow written and verbal instructions; ability to establish, interpret and carry out oral and written policy; ability to prepare budgets, operating reports and a variety of other reports relative to program activities; ability to communicate effectively both orally and in writing; organizational, technical and administrative aptitude.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and one of the following:

1. A Bachelor's or higher-level degree in School Facilities Management, Engineering, Construction Management or Architecture and two years of experience in school facilities maintenance, general building construction, building maintenance or repair work, or construction management, one year of which must have involved the supervision of employees; or
2. An Associate's or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology Architecture or Architectural Technology and four years of experience in school facilities maintenance, general building construction, building maintenance or repair work, or construction management, one year of which must have involved the supervision of employees; or

3. Six years of experience in school facilities maintenance, general building construction, building maintenance or repair work, or construction management, one year of which must have involved the supervision of employees.

**NOTES:**

1. 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.
2. A degree in landscape architecture shall not be qualifying.
3. Supervision of employees 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.
4. Project Management experience which did not include the minimum amount of experience in employee supervision is not qualifying.
5. 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 driver's license to operate a motor vehicle in the State of New York 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.

**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.

\*This is a retitling of Assistant Director of Facilities and Assistant Director of School Facilities.