

## **ASSISTANT DIRECTOR OF FACILITIES\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative work of a specialized nature which involves accepting responsibility for various areas in the buildings and grounds area such as adherence to codes, rules and regulations, response to emergencies, etc. in support of a Director of Facilities and under the latter's direct supervision. Supervision is exercised over the highest level custodial and maintenance employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees compliance with codes, rules and regulations and ensures that inspections and reports are completed for federal, state and local regulatory agencies;

Coordinates a number of activities required by ecological and environmental legislation such as testing of drinking water, inspection of underground tanks, administering standard fire safety tests, application of pesticides, compliance with OSHA's Right-to-Know law, etc.;

Supervises the response to emergencies such as boiler breakdowns, water main breaks, sewer stoppages, etc. by inspecting the problem and selecting the most expedient, safe and cost effective solution to same;

Assists in inspecting 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;

Plans and oversees in-service training involving new equipment and cleaning/maintenance materials;

Provides input to the Director for implementation of new policies and procedures;

Responds to inquiries from employees, school district administrators and the public regarding school district buildings and grounds activities;

Assists in budget preparation by researching costs and information re: purchases, reviewing manpower needs, etc.

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

Good knowledge of building maintenance and operation activities in a multiple structure system; good knowledge of the principals of administration including supervision and training; good knowledge of building maintenance trades and operation; ability to understand, inspect and remedy defects in the maintenance and operation of buildings and equipment; ability to communicate, understand and execute oral and written directions; ability to prepare clear and accurate reports.

### **MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree or higher in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology or a closely related field and one (1) year of full-time paid administrative or management experience in school facilities maintenance, general building construction, building maintenance or repair work in two or more of the skilled trades\*\*; or

(over)

2. An Associate's degree or higher in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology or a closely related field and three (3) years of full-time paid administrative or management experience in school facilities maintenance, general building construction, building maintenance or repair work in two or more of the skilled trades\*\*; or
3. Graduation from high school or possession of an equivalency diploma and five (5) years of full-time paid administrative or management experience in school facilities maintenance, general building construction, building maintenance or repair work in two or more of the skilled trades\*\*.

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

\*\*Skilled trades would include journey level experience as a carpenter, electrician, mason, plumber and heating, ventilating and air conditioning installers.