

ASSISTANT DIRECTOR OF PLANT FACILITIES

DISTINGUISHING FEATURES OF THE CLASS: This is primarily administrative and technical work which involves responsibility for assisting the Director of Plant Facilities in the planning, administering and directing of a comprehensive program of maintenance for buildings, equipment and vehicle maintenance within a large building or building complex. An incumbent in this position may also have responsibility for the supervision and inspection of various construction projects. The specific duties of this position will depend on the area of assignment (e.g. General Services, Rockland Community College, Sewer District). In addition, the incumbent of this position will act for and in place of the Director of Plant Facilities in his absence in all matters except those requiring a professional engineer. Supervision is exercised over a number of technical and maintenance employees and general supervision received from the Director of Plant Facilities. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides day-to-day supervision to plant maintenance and/or Division Supervisors;
Troubleshoots personnel and work problems, presents progress/complications to Director of Plant Facilities as appropriate;
Analyzes needs for major capital improvements and/or renovations to the plant (e.g. buildings and grounds, pump stations, etc) and makes effective recommendations of need and priorities for same;
Makes field measurements, estimates costs and prepares detailed specifications for public bidding by heating, ventilating, air-conditioning, plumbing, electrical, concrete, etc. contractors as appropriate;
Provides project supervision to contractors during work project;
Schedules, coordinates and gives field supervision to those renovations and improvements performed by in-house staff;
Meets with contractors, representatives of other departments at Health Center, company representatives, etc. to describe needs, give and/or receive technical information, resolve problems, etc.;
Provides necessary follow-up with letters, memoranda, phone calls, etc.;
Performs design work and writes specifications for energy conservation projects such as building temperature, ventilation and electrical equipment control systems;
Prepares preliminary budget for Director's review and maintains budgetary controls, as required;
Reviews purchase requisitions, oversees monies expended and accounts balance and reports progress and problems to Director;
Assesses needs and orders materials, supplies and contract services for ongoing division operations;
Acts for the Director in his absence in all matters not requiring a professional engineer.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of methods and materials used in small and moderate-sized construction projects; good knowledge of maintenance methods and materials; good knowledge of the operation of a large building plant and equipment utilized in such operation, including and Energy Management System; good knowledge of sub-professional engineering principles and practices, particularly as applied to operation and maintenance methods and materials; good knowledge of supervisory techniques; good knowledge of computer programs related to building maintenance*; ability to prepare, read and interpret plans and specifications; ability to understand oral and written instructions; ability to prepare written materials.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Mechanical Engineering, Electrical Engineering or comparable curriculum, and three (3) years of technical, supervisory, administrative or managerial experience in plant facilities maintenance; or

An Associate's degree in Mechanical Engineering, Electrical Engineering, or comparable curriculum and six (6) years of experience as outlined above.

NOTE: Two (2) years of experience which substantially involved supervising, administering or managing plant facilities or related may be substituted for the specialized Bachelor's degree requirement.

*To be demonstrated during the probationary period.