

## **ASSISTANT DIRECTOR, FACILITIES MANAGEMENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative and professional work of a complex nature, in the Facilities Management Division of the Department of General Services, involving responsibility for assisting with the development, implementation, and oversight of policies and procedures for a program of preventive maintenance, operations, engineering, space renovation and capital projects for the County of Rockland. The work is performed under the general direction of the Director, Facilities Management and supervision is provided to professional, technical and support staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in developing, implementing and overseeing policies and procedures for comprehensive programs regarding preventive maintenance, space renovation, and capital projects for the Rockland County government facilities by analyzing technical details, identifying and recommending solutions for problems, monitoring programs and making recommendations for improvements, etc.;

Arranges for the engineering, construction, improvement, repair and maintenance of County government offices and properties, as assigned by the Director;

Provides the day-to-day supervision of professional, technical and clerical staff;

Oversees professional and technical staff involved in capital projects in order to ensure the timely completion of assignments, the quality and effective flow of work assignments, resolve problems, etc.;

Meets with contractors in order to discuss projects, resolve problems, monitor the progress of contracted services and cost estimates, ensure compliance with specifications; etc.;

Assists with annual budget planning by reviewing past expenses and future cost projections, evaluating personnel and equipment needs, etc., and makes effective recommendations for change when appropriate;

Prepares and revises project plans, specifications, and the design and cost estimates of proposed renovations and capital projects, and makes recommendations regarding same, as needed;

Monitors the expenditure of capital project funds, when assigned;

Meets with senior management, engineering staff, and administrative personnel in order to participate in setting priorities and the planning and coordination of activities;

Prepares and presents technical reports;

Attends meetings and conferences, as necessary;

Acts for and in place of the Director, Facilities Management, as necessary.

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

Thorough knowledge of engineering principles and practices as applied to the operation of a large group of buildings; thorough knowledge of building and construction practices; good knowledge of the administration of capital projects; good knowledge of supervisory principles and practices; ability to plan, develop and implement policies and procedures for the maintenance and construction of a large building complex; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others; ability to prepare and present technical reports; ability to use AutoCad computer software and other general office software (e.g., Microsoft Office).

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher in Mechanical Engineering, Facilities Engineering, or comparable curriculum, and five (5) years of diversified engineering experience applicable to facilities operations and engineering which included at least three (3) years in mechanical, electrical, construction engineering, or related, and at least three (3) years of administrative and/or managerial responsibilities as a major portion of the work.

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**SPECIAL REQUIREMENT:** Licensure and current registration to practice as a Professional Engineer (PE) in the State of New York must be maintained throughout the course of employment in this title.

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Competitive