

DIRECTOR OF FACILITIES AND GROUNDS

DISTINGUISHING FEATURES OF THE CLASS: This is technical and administrative work of a complex nature which involves responsibility for the efficient operation and maintenance of the facilities, parks, recreation areas and all grounds owned or maintained by a town. The incumbent is also responsible for planning, coordinating and overseeing town capital improvement projects. The work is performed under the general supervision of the Town Supervisor with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over a number of grounds, maintenance and custodial personnel through subordinate supervisory staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Administers the operations and activities of all maintenance to insure maximum efficiency by planning routine maintenance and future improvements for all town facilities, parks and grounds;

Plans, directs and supervises the development of capital projects;

Formulates policy and program outlines for the department's operation;

Drafts specifications and plans for repairs and alterations to buildings and equipment;

Develops short and long-range plans for facilities, capital construction and major repair, replacement or renovation projects;

Oversees the selection, training and development of subordinate staff;

Coordinates with other town departments, as well as various vendors and civic groups on capital and special projects;

Inspects, directly or through subordinate staff, the physical condition of facilities, grounds and equipment to evaluate the need for renovation, repair or replacement;

Works closely with engineers and architects and oversees capital projects to insure completion and adherence to specifications;

Develops, prepares and monitors capital and maintenance budgets for all town facilities and grounds;

Develops and implements a comprehensive maintenance plan;

Represents the town to outside vendors, agencies and the public in matters pertaining to facilities and grounds;

Notifies and assists administration and appropriate emergency personnel of any emergency or unusual situation;

Performs technical research, maintains records and prepares reports;

Attends town board meetings as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of building cleaning, maintenance and construction practices, procedures, tools and equipment; thorough knowledge of the methods, procedures and safety practices related to grounds maintenance work; thorough knowledge of the layout and care of parks, athletic fields and recreation areas; thorough knowledge of the building trades; good knowledge of administrative and management practices; good knowledge of the administration of capital projects; ability to plan and implement a long range maintenance program; ability to prepare, read and interpret plans and specifications; ability to maintain records and prepare reports; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others.

(over)

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher in Architecture, Civil Technology, Engineering, Engineering Technology, Building Sciences, or comparable curriculum and four (4) years of experience in building maintenance and/or construction involving one or more trade skills and in the maintenance of grounds, at least two (2) years of which must have been in an administrative or supervisory capacity; or
2. An Associate's degree or higher in Architecture, Civil Technology, Engineering, Engineering Technology, Building Sciences, or comparable curriculum and six (6) years of experience in building maintenance and/or construction involving one or more trade skills and in the maintenance of grounds, at least two (2) years of which must have been in an administrative or supervisory capacity; or
3. Graduation from high school or possession of an equivalency diploma and eight (8) years of experience in building maintenance and/or construction involving one or more trade skills and in the maintenance of grounds, at least two (2) years of which must have been in an administrative or supervisory capacity.