

DIRECTOR OF MUNICIPAL DEVELOPMENT AND PROPERTY MANAGEMENT

DISTINGUISHING FEATURES OF THE CLASS: This is professional and technical work of a complex nature that involves responsibility for directing the restoration, repair and maintenance of historic sites, cultural properties and other town owned properties excluding town parks. The incumbent is also responsible for researching and advising the Supervisor and Town Board on the purchase and development of future land acquisitions. The work is performed in accordance with general policies of the Town Board with considerable leeway for the exercise of independent technical and administrative judgment. General supervision is exercised over a Land Acquisition Agent, Laborers, Custodial Workers and seasonal employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and directs town employees and/or outside contractors in the daily maintenance of town historic sites, cultural properties and other non-park town owned properties;
Inspects the above properties on a regular basis to determine current conditions, as well as need for repairs and improvements;
Supervises the scheduling of any needed maintenance to properties by either town personnel or outside contractors;
Supervises contractors' performance for compliance with all phases of his contractual obligation;
Supervises the preparation of and/or may prepare required plans, specifications and/or architectural drawings for repairs, alterations or improvements to town cultural properties;
Advises Town Supervisor and Town Board on the purchase and development of future land acquisitions;
Administers the department budget, including purchasing all required supplies and equipment necessary for the maintenance and improvement of town cultural and historic properties;
Reviews, analyzes and replies to correspondence;
Reviews a variety of documents (e.g. contracts for architects and engineers, bid documents, contracts for construction work, leases, etc.);
Assists the Purchasing Department in the preparation of proposals on public bids for required repairs and improvements;
Establishes and implements office procedures;
Attends town board meetings as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough general knowledge of building and construction practices, tools, equipment and materials; thorough knowledge of the methods, procedures and safety practices related to grounds maintenance work; ability to inspect construction projects; ability to read and interpret plans and specifications; ability to maintain appropriate work records; ability to establish and maintain cooperative relationships with contractors and other construction principals; ability to work independently within the scope of general direction; ability to communicate effectively both orally and in writing; ability to plan and supervise the work of others.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher in Architecture or Civil Engineering and four (4) years of professional, paid work experience in one of the building construction trades or in building operation or maintenance, two (2) years of which must have been in an administrative and/or supervisory capacity; **or**

(over)

2. An Associate's degree or higher or equivalent college credits (minimum 60 credits) which included or was supplemented by twenty four (24) credit hours in civil engineering, architecture or related curriculum and six (6) years of professional, paid work experience in one of the building construction trades or in building operation or maintenance, two (2) years of which must have been in an administrative and/or supervisory capacity.