

## **DIRECTOR OF PLANT FACILITIES (GROUP OF CLASSES)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative work of a difficult nature requiring an engineering background which involves a responsibility for planning, administering and directing a comprehensive program of corrective and preventive maintenance within a large building complex or other comprehensive facility (e.g. wastewater treatment facility and pumping stations). In addition, the incumbent of this position may have occasional responsibility for the supervision and inspection of various construction projects. Supervision is exercised over a number of professional and technical employees and supervision is received from a high-level administrator. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans and directs a program of preventive and corrective maintenance of buildings and equipment (e.g. stationary engines, air compressors, electric generators, motors, boilers, vacuum pumps, air conditioning, alarm systems, odor control systems, whirlpool, refrigeration, ventilation, etc.);

Takes responsibility for the maintenance, repair, upkeep and alteration of the several buildings and structures on a college campus, public services or other related complex as well as all lawns, parking lots, roads, walks, drains, underground conduits and septic systems;

Has general responsibility for the supervision of all maintenance and custodial personnel, groundsmen and laborers;

Meets with contractors or potential contractors and monitors contracted services for compliance with specifications, cost estimates, etc.;

Plans and recommends development of physical facilities and advises on structural changes and additions or modifications to buildings;

Reviews plans, specifications and cost estimates;

Prepares and/or supervises the preparation of the budget for the division;

Reviews purchase orders for technical equipment and performs tests and inspections to determine conformance with specifications;

Plans and supervises an in-service training program for division personnel;

Establish and ensures compliance with safety program for personnel in area of plant facilities and related;

Maintains liaison with management, administrative, technical and/or engineering personnel in order to best plan and coordinate activities, set priorities, etc.;

May interview potential division employees;

**When employed in a wastewater treatment facility with scattered-site pumping stations:**

Plans and directs an in-house sewer system and pumping station inspection, maintenance, repair and rehabilitation program.

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

Thorough knowledge of engineering principles and practices particularly as applied to operation and maintenance of a large building complex; good knowledge of the theory, practices and techniques for supervision and training; good knowledge of administration; good knowledge of hospital equipment maintenance and repair; \*good knowledge of security systems; ability to plan, lay out and administer a program of preventive and corrective maintenance within a large building complex; ability to prepare and present technical reports both orally and in writing.

**MINIMUM QUALIFICATIONS:** Possession of a Bachelor's degree in Engineering and ten (10) years of diversified engineering experience applicable to building operation which included a significant amount of time in mechanical, electrical or related engineering and which also included three (3) years administrative and/or managerial responsibilities as a major portion of the work.

**NOTE:** Possession of a Professional Engineer's License issued by the State of New York may be substituted for the required education and/or five (5) years of the required diversified engineering experience but not for the three (3) years of experience involving administrative and/or managerial responsibilities.

\*Refers to Director of Plant Facilities (Complex)