

ASSISTANT DIRECTOR OF MAINTENANCE

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for assisting the Director of Maintenance in administering and directing programs relative to the safe and efficient operation of the Infirmary and its' related buildings. Work is performed under the general supervision of the Director of Maintenance although considerable leeway is allowed in the performance of duties. Supervision is a responsibility of an employee in this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in administering and directing programs to maintain buildings, groups and equipment and to procure or generate all utilities and their distribution systems;

Coordinates the above activities with other departments to insure safe and efficient operations;

Plans and recommends development of physical facilities;

Reviews and recommends approval of plans for construction;

Advises on structural changes and additions or modifications to buildings;

Periodically inspects buildings and utility systems to determine need of alterations and repairs;

Accompanies appropriate state and local authorities inspecting buildings and utility systems;

Is responsible for departmental personnel matters pertaining to the employment, training, termination and grievances of employees; approves orders for equipment and supplies;

May direct safety, fire control, security and civil defense programs and participate in infection control programs;

Attends staff meetings to ascertain organizational policies, assists in their development and interprets these policies to his/ her staff when the Director is unavailable.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of commercial electrical, heating and air conditioning systems; good knowledge of the building construction trade; ability to understand and interpret policy and procedures; ability to supervise the work of others; ability to get along well with others; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Eight (8) years of full-time paid experience in the building construction and/ or maintenance trades, at least three (3) years of which were supervisory in nature.