

ASSISTANT DIRECTOR OF SCHOOL FACILITIES AND OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of assisting in the coordination and supervision of the operations and maintenance of school district facilities. The incumbent is responsible for participating in the maintenance, repair and operations of school district buildings and grounds. An incumbent is responsible for supervising the performance of cleaning and grounds keeping maintenance and administering the proper safety practices in accordance with State and school policy and procedures. The work is generally performed under the general supervision of the Director of School Facilities and Operations with considerable leeway allowed for the use of independent judgement in carrying out the details of the work. Supervision is performed over custodial and maintenance personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists the Director in the supervision and coordination of the safe and efficient operations necessary in maintaining school district buildings and grounds;

Supervises and participates in carrying out the duties and responsibilities associated with maintaining school district buildings and grounds;

Directs and assigns work of subordinate personnel for regular and special school activities;

Reviews and inspects the work of subordinate personnel;

Assists the Director in the recruitment, training and development of subordinate personnel;

Assists in the developing, scheduling and maintaining a preventative maintenance program to ensure the safe and proper operating condition of buildings;

Confers with school administrators in order to meet service needs of the school and coordinate the activities of the schools;

Prepares preliminary plans, specifications and cost estimates on repair and alteration projects;

Assists Director with the preparation of bid specifications;

Purchases and accounts for custodial maintenance, grounds and repair supplies, parts and equipment;

Assists in the preparation of the maintenance and operation budget in conjunction with administration;

Assists in the removal of snow and ice.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principals and practices involved in school district operation and maintenance; good knowledge of building trade and construction methods, materials and practices; good knowledge of building cleaning methods, materials and practices; good knowledge of grounds maintenance; working knowledge of administrative practices and procedures; ability to plan and supervise the work of others; ability to present oral and written reports and recommendations clearly and concisely; ability to identify and set priorities; ability to maintain records and prepare written material; ability to establish and maintain working relationships with others; initiative, tact, courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a recognized college or university with a Bachelor's Degree in an engineering or construction field and two (2) years of experience in building operation and grounds maintenance activities including supervisory experience; **OR**
- B. Successful completion of a two year course in engineering or building construction at an accredited technical institute or college and four (4) years of experience in building operation and grounds maintenance activities including two (2) years of supervisory experience; **OR**
- C. Graduation from high school or possession of high school equivalency diploma and six (6) years of experience in building operation and grounds maintenance activities of a school district or other large facility including two (2) years of supervisory experience; **OR**
- D. A satisfactory equivalent combination of training and experience as defined in A, B and C, including two (2) years of supervisory experience.

ULSTER COUNTY
0365 AST DIR SC
Classification: Competitive
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Adopted: June 12, 2002