

BUILDINGS AND GROUNDS ADMINISTRATIVE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position which oversees the entire Buildings and Grounds division of the Ulster County Department of Public Works. The incumbent acts as the assistant to the Commissioner of Public Works and supervises the operations of the Buildings and Grounds division. This position is also responsible for providing analysis of departmental needs, interdepartmental activities and the overall scheduling of projects. The work is performed under the general direction of the Commissioner of Public Works with considerable leeway allowed for the exercise of independent judgment and initiative in work methods. Supervision is exercised over a large staff of maintenance, custodial and office 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.

Acts as assistant to the Commissioner of Public Works in the Buildings and Grounds division, in charge of the total overall maintenance and buildings program;

Responsible for the supervision of all Buildings and Grounds divisional employees and delegates needed authority to division supervisors;

Performs in-depth cost analysis on all building maintenance and building construction projects , as well as interdepartmental maintenance activities and scheduling of projects and assists the Commissioner of Public Works in making decisions on such;

Establishes long range planning for potential building repair and building construction projects for the County, in conjunction with the Commissioner of Public Works;

Ensures that divisional supervisors have the needed staff and equipment, and in some instances outside assistance, as needed to perform the functions of the division;

Ensures that the needs of other County departments are professionally and effectively dealt with and assures that the work performed is appropriate, up to the limit of budget constraints;

Under the direction of the Commissioner of Public Works, acts as divisional liaison with personnel in other County departments on contracts with professional services, capital projects and other issues that effect the working operations of the division;

Maintains divisional preventative maintenance programs, including daily logs and time sheets for all line supervisors and maintenance personnel and data records of buildings and mechanical preventative maintenance and catalogues the information to allow for quick retrieval of needed documents;

Formulates and prepares the annual Buildings and Grounds divisional budget;

Provides administrative and technical assistance to the Commissioner of Public Works in the development of divisional policies and procedures;

Prepares specifications for the purchase of equipment and componentry;

Responds to any fire, burglar or environmental alarms occurring on County property;

Helps supervise a preventative maintenance program for all mechanical systems;

May prepare and present oral, written and multi-media reports to the Ulster County Legislature;

May respond to emergency calls on a 24-hour a day basis.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the procedures, practices, tools and terminology involved in building construction, repair and maintenance; good knowledge of the laws, rules and regulations pertaining to school and municipal building construction, repair and maintenance; good knowledge of administrative practices used in a buildings and grounds program; good knowledge of safety procedures and how they relate to building construction and repair; working knowledge of the methods used in developing and maintaining a divisional budget; ability to prepare and present written and oral reports; ability to plan and supervise the work of others; ability to read blue prints and work from plans and specifications; ability to maintain effective working relationships with various groups and agencies; willingness to respond to calls on a 24-hour a day basis; good judgment; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Engineering, Architecture, Building Science, Business Administration, Public Administration or a closely related field and four (4) years of progressively responsible supervisory work experience in one of the above mentioned fields; **OR**

B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Engineering, Architecture, Building Science, Business Administration, Public Administration or a closely related field and six (6) years of progressively responsible supervisory work experience in one of the above mentioned fields; **OR**

C. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Engineering, Architecture, Building Science, Business Administration or a closely related field and eight (8) years of progressively responsible supervisory work experience in one of the above mentioned fields; **OR**

D. Graduation from high school or possession of a high school equivalency diploma and ten (10) years of progressively responsible work experience in the supervision of construction of large projects, institutional buildings or related projects.

SPECIAL REQUIREMENT: Throughout the duration of employment in this title, the incumbent must possess and continuously maintain a valid New York State Driver's License applicable to the vehicles being operated.

ULSTER COUNTY
0783 B&G AD MGR
Classification: Competitive
NUMGT

Adopted: July 13, 2007