

## MAINTENANCE PROGRAM ASSISTANT

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class has the responsibility for assisting in the planning and coordination of a school district's maintenance and operational services. Facility maintenance, repair, construction and renovation, as well as grounds keeping are all considered to be within the purview of the incumbent. Duties may vary in accordance with the scope of the position dependent on whether specific construction projects are in process; but the general responsibility of the incumbent is to assist the school district administrator as a supervisory representative of the school district in maintenance and construction matters. Such oversight consists of a review and inspection of work in process, consultation with outside contractors, and regular reporting to the project administrator as to the progress of the project. The work is performed under the general direction of the Superintendent, Assistant Superintendent or other higher level administrator, as well as under the guidelines of the project itself, allowing wide leeway for the exercise of independent judgment in the oversight and reporting on technical phases of the work. Supervision may be exercised over the work of clerical employees assigned to a project, as well as oversight over outside contractors. 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.

Consults with architects, contractors, and engineers on proposed new construction, demolition or repair work;

Reviews and checks bid lists and assists in the development of bid specifications and plans for contract work on regularly-scheduled or capital projects;

Assists in the budgeting, scheduling and approval of all construction, repairs, renovations and maintenance work performed by employees of the school district and/or outside contractors;

Plans, compiles and maintains a variety of statistical, accounting and financial records and reports that relate to the Operations and Maintenance Program;

Develops and implements accounting methods and procedures to track expenditures in the Operations and Maintenance Program;

Supervises the preparation of correspondence and computerized reports pertaining to financial accounts of the Operations and Maintenance Program, as directed by the Assistant Superintendent for Administration;

Processes and oversees all State Education Department (SED) applications for building aid claims for capital projects construction, and contractor or consultant costs;

Compiles and maintains activity control records, schedules workload flow and coordinates work plans with other school units to minimize impact on the on-going school operations;

Prepares and maintains records and reports concerning department activities and submits progress reports to the administrative supervisor;

Oversees budget expenditures on materials, supplies, equipment and contracted services on a day-by-day basis;

Maintains inventory records on supplies and equipment;

Assists in the preparation of the annual Operations and Maintenance budget;

Attends administrative meetings to advise on the operation and cost of on-going or anticipated projects;

Assists in the review of the agency's general liability, property and student accident insurance policies, employee and construction bonds, Workers Compensation insurance rate setting and the processing of any liability or property insurance claims as they relate to the activities of the Operations and Maintenance Program.

**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 the principles, practices and procedures used in electrical, plumbing, heating, ventilating and air-conditioning systems; good knowledge of safety procedures as they relate to building construction and repair; ability to prepare and present written and oral reports; ability to 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; honesty.

**MINIMUM QUALIFICATIONS:** Either:

A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree including fifteen (15) credit hours in Accounting and five (5) years of full-time paid, or its' part-time equivalent, work experience working with plans and specifications for building construction and/or building maintenance or repair activities, one (1) year of which must have included or been supplemented by budget preparation; **OR**

B. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time paid, or its' part-time equivalent, work experience working with plans and specifications for building construction and/or building maintenance or repair activities, two (2) years of which must have included or been supplemented by budget preparation.

**Note:** Two (2) years of college may be substituted on a year-for-year basis for up to two (2) years of work experience as indicated above.

**Special Requirement:** Possession of a valid New York State Driver's License appropriate to the vehicles operated or otherwise demonstrates their ability to meet the transportation needs of the job.

ULSTER COUNTY  
4167 MTC PR AST  
Classification: Competitive  
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Adopted: March 27, 2018