DIRECTOR OF FACILITIES III

DISTINGUISHING FEATURES OF THE CLASS:

A Director of Facilities III is responsible for providing administrative direction to a School District's buildings and grounds department. The work is performed according to established policies and procedures and in accordance with applicable State, local, and federal laws, rules and regulations which apply to school district facility operations and maintenance. The majority of activities are performed in the office, but the incumbent will spend time at various work sites ensuring that work is being performed and completed in an efficient manner. This position differs from Director of Facilities II in that the incumbent has primarily administrative responsibilities, while the Director of Facilities II has supervisory responsibilities over subordinate supervisors and staff. May have an Assistant Director of Facilities to assist with the management of day-to-day activities. The work is performed under the general supervision of the School Superintendent with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinate supervisors. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Exercises administrative direction and supervision over the operations and personnel involved in the buildings and grounds department and where applicable, the transportation department of a school district;
- Develops policies and procedures to ensure the preventive maintenance program is carried out to ensure buildings, grounds and equipment are maintained in a safe operating condition;
- Directs, assigns, trains and evaluates the work of subordinate supervisors and personnel;
- Creates and maintains records and reports relative to operations and the programs supervised;
- Assists the Superintendent and School Board in the formulation of policies related to buildings and grounds maintenance, and where applicable, fleet maintenance;
- Discusses capital projects, maintenance, repair and operational needs with school administrator(s);
- Works with construction managers, architects and/or engineers to develop, implement and complete capital improvement projects and other long-term plans;

- Ensures that preventive maintenance is performed and meets regularly with subordinates to discuss repairs on equipment, including plumbing, HVAC and electrical systems;

- Ensures that custodial, maintenance and if applicable, transportation employees receive necessary in-service training;

- Reviews the School District's expenditures from the prior year and assists the Superintendent with the budget process by forecasting and planning for the upcoming budget;

- Approves purchase requests of cleaning supplies, fuel and parts for equipment and buildings;

- Inspects painting, carpentry, plumbing, electrical, and other mechanical maintenance and construction work performed by private contractors, custodial, or maintenance employees to ensure work is in compliance with contract specifications, as well as, applicable codes and regulations;

- Ensures that inspections are performed and tests of security systems, safety lighting, fire extinguishers, fire alarm system, doors, and eyewash stations are completed to ensure proper operation and compliance with applicable codes and regulations;

- Ensures that inspections and reports are completed for federal, state and local regulatory agencies to ensure compliance with codes, rules and regulations;

- Recommends staffing to administrators and is also responsible for interviewing, hiring, evaluating and disciplining departmental personnel;

- Establishes policies and procedures regarding work schedules, vacation, personal and sick leave requests and ensures employees have adequate leave accruals;

- Responds to inquiries from employees, school district administrators and the public regarding school district buildings and grounds activities;

- Attends monthly School Board meetings and other committee meetings, as required, to address issues specific to the buildings and grounds department and where applicable, the transportation department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of applicable codes, laws, rules and regulations governing school buildings and grounds administration;
- Thorough knowledge of safety regulations, procedures and security in the workplace and public buildings;
- Thorough knowledge of the principles and practices of administrative supervision;
- Good knowledge of budgeting principles, practices and procedures;
- Working knowledge of buildings and grounds maintenance and repair practices and procedures;
- Working knowledge of safety precautions and practices associated with buildings and grounds maintenance and repair work;
- Working knowledge of the practices and techniques of one or more of the skilled trades* (defined in minimum qualifications below);
- Ability to plan, direct and supervise a program of buildings and grounds maintenance;
- Ability to organize, prepare and maintain accurate records and files;
- Ability to inspect the work of building tradespersons and contractors to ensure compliance with contract specifications, as well as, applicable codes and regulations;
- Ability to understand, interpret, and follow instructions, plans, diagrams, specifications and blueprints;
- Ability to understand and follow written and verbal instructions;
- Ability to establish, interpret and carry out oral and written policy;
- Ability to prepare budgets, operating reports and a variety of other reports relative to program activities;
- Ability to communicate effectively both orally and in writing; and
- Organizational, technical and administrative aptitude.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one of the following:

(A) A Bachelor's or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology and three years of experience in school facilities maintenance, general building construction, building maintenance or repair work in two or more of the skilled trades*, which included three years of supervisory experience; or

(B) An Associate's or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology and five years of experience in school facilities maintenance, general building construction, building maintenance or repair work in two or more of the skilled trades*, which included three years of supervisory experience; or

(C) Seven years of experience in school facilities maintenance, general building construction, building maintenance or repair work in more than one of the skilled trades such, which included or was supplemented by three years of supervisory experience.

*Skilled trades would include journey level experience as a carpenter, electrician, mason, plumber and heating, ventilating and air conditioning installers.

Non-Qualifying Experience: Experience limited to building cleaning is not qualifying. Building cleaning is defined as activities primarily involving a variety of inside and outside building cleaning activities including, but not limited to, washing walls and windows, polishing floors, cleaning restrooms, disposing of refuse.

SPECIAL REQUIREMENT:

Possession of a valid New York State driver's license and certificates appropriate to the vehicles, equipment and/or machinery operated at time of appointment or during the course of employment consistent with the needs of the School District.

NOTE: Verifiable part-time experience may be prorated toward meeting full-time experience requirements.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.