

GENESEE COUNTY

ASSISTANT DIRECTOR OF FACILITIES I

DISTINGUISHING FEATURES OF THE CLASS:

An Assistant Director of Facilities I is responsible for assisting the Director in the 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 work is performed under the general supervision of the Director of Facilities I 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 Maintenance and Custodial employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assist in supervising daily preventative maintenance and custodial activities on all buildings and equipment located on school grounds;

Performs preventative maintenance and repairs on equipment, including plumbing, HVAC and electrical systems;

Manages and develops a schedule and provides trainings for part-time and substitute employees;

Performs preventative maintenance and/or repairs all building systems;

Troubleshoot problems with building systems (e.g. HVAC, boilers and electrical systems), may contact contractors to perform repairs when a non-routine issues is identified;

Troubleshoots problems with all equipment and systems; work with Director of Facilities I if contractor services are required;

Performs visual inspections of all work done by buildings and grounds staff along with any worked performed by any outside contractor to ensure work is completed in a satisfactory manner;

Assist Director of Facilities I in developing and adhering to the yearly budget;

Inspects painting, carpentry, plumbing, electrical and other mechanical maintenance as well as construction work performed by private contractors, custodial, or maintenance employees to ensure work is being performed and completed satisfactory;

Make minor engineering and construction judgment to resolve problems;

Assist in planning of maintenance budget, repair and operational needs with school administrator(s);

Assist in developing schedules, oversee and reviews preventative maintenance work order system program designed to retain buildings, grounds and equipment in a safe operating condition;

Creates and maintains records and reports relative to the work being performed and schedules repairs when necessary;

Assist with supervision and participates in the removal of snow and ice from sidewalks and roadways;

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Maintains various records and accounts pertaining to equipment, operations, purchases, inventory of supplies and equipment, and identifies payments to suppliers;
Assume the duties and responsibilities of Director of Facilities I in his/her absence;
Assist interviewing and recommendation of new personnel;
Responds to inquiries from employees, school district administrators and the public regarding school district building and grounds activities;
Provides or coordinates staff training, technical training in areas of buildings and grounds maintenance and supervises in-service training of custodial and maintenance employees;
Maintains records and prepares reports related to operations including health and safety.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern buildings and grounds maintenance and repair practices and procedures; Working knowledge of roofing, ventilation, electrical, plumbing; Good knowledge of safety precautions and practices associated with modern buildings and grounds maintenance and repair work; Ability to plan and schedule work to include staff, equipment and supplies needed; Ability to plan and supervise the work of others; Ability to understand and follow written and verbal instructions; Ability to establish, interpret and carry out oral and written policy; Ability to communicate effectively both orally and in writing; Good judgement; Dependability; Reliability; Mechanical aptitude; and willingness to work under adverse weather conditions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee will be required to stand, walk, and use hands to handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may work outside in all weather conditions. The employee may be exposed to wet and/or humid conditions. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

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MINIMUM QUALIFICATIONS:

EITHER:

A. Possession of an Associate's Degree or higher-level degree in Engineering, Engineering Technology, Building Construction Technology or a related field and three (3) years of full-time paid experience in general building construction, building maintenance or repair, which one (1) year must have been in a supervisory capacity;

OR

B. Graduation from a high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education and five (5) years of full-time paid experience as defined by the limits of (A) above and which one (1) year must have been in a supervisory capacity;

OR

C. An equivalent combination of education, training and/or experience as defined by the limits of (A) and (B) above

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: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Competitive Class

Adopted 7/31/24

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.