

GENESEE COUNTY

**ASSISTANT DIRECTOR OF FACILITIES III**

**DISTINGUISHING FEATURES OF THE CLASS:**

An Assistant Director of Facilities III 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 III 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, which may include but not limited to replacing locks, painting, carpet, floor tile, window, drywall replacement and or repair, orders cleaning supplies, fuels and parts for equipment and buildings, snow removal;

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

Manage the DDC energy management system and work order system including reviewing and assigning;

Performs inspections and tests of security systems, safety lighting, fire extinguishers, fire alarm system, doors, access control systems, fobs and eyewash stations to ensure proper operation and compliance with applicable codes and regulations;

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;

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;

Oversee the work of contractors to ensure work is being performed and completed satisfactorily;

Read and interpret building drawings and or specifications;

Make minor engineering and construction judgment to resolve problems;

Manage facility contracts and lease properties;

Oversee the District Disaster Preparedness Planning;

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;  
Monitor attendance records of maintenance and custodial personnel, including approval of overtime using established procedures;  
Monitor and approve time records of all maintenance and custodial personnel, including approval of overtime using established procedures and budgets, assist in purchasing recommendations for custodial and maintenance supplies;  
Assume the duties and responsibilities of Director of Facilities 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;  
Assist in managing work schedules, processes vacation, personal, and sick leave requests ensuring employees have adequate leave accruals;  
Maintains records and prepares reports related to operations including health and safety.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of large-scale building maintenance and repair practices; Thorough knowledge of roofing, ventilation, electrical, plumbing; Thorough knowledge of modern principals, practices and equipment used in large scale cleaning activities and projects; Working knowledge of building construction principals and practice; Working knowledge of safety precautions and practices associated with buildings and grounds maintenance and repair work; Ability to plan and supervise the work of others; Ability to operate a motor vehicle and maintenance/construction related equipment; 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; 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. 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.

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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.

#### **MINIMUM QUALIFICATIONS:**

##### **EITHER:**

- A)** Possession of a Bachelor's or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology or a related field and one (1) year of experience in general building construction, building maintenance or repair work in one (1) or more of the specialty trades\*, which one (1) year must have been in a supervisory capacity; **OR**
- B)** Possession of an Associate's degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology or a related field and three (3) years of experience as defined by the limits of (A) above and which one (1) year must have been in a supervisory capacity; **OR**
- C)** Graduation from a high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education and five (5) years of experience as defined by the limits of (A) above and which one (1) year must have been in a supervisory capacity;

\*Specialty trades would include plumbing, electrical work, heating, ventilating and air conditioning installation.

**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.

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**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 4/22/16

Revised 6/17/16, 10/27/23, 11/9/23

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