

## ASSISTANT DIRECTOR OF FACILITIES AND SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director of Facilities and Services is responsible for assisting in the administrative and technical management of facilities including cost analyses, quality control, planning, providing consultation and supervision for operating units serviced by the DPW. Supervision is exercised over a number of technical and clerical support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Participates in the review and evaluation of all Capital and non-Recurring Repairs and Replacements project requests;

Assists in formulation of long-range facilities plans and in elaboration of program detail therefrom;

Participates in the analysis of and/or preparation of plans and specifications for approved projects with Department of Public Works personnel;

Conducts field inspections, checking on the execution and progress of capital construction projects;

Develops methods and procedures for internal and external operations of the Division;

Coordinates projects with the County Office of Risk Management and with the insurance agencies regarding issues of safety and loss prevention;

Reviews inventory records and balances as a basis for the planning of purchases, and projecting inventory utilization;

Provides consultation to the Bureau of Purchase in developing and revising standards, specifications, and procedures;

Coordinates and requisitions equipment and supplies to take greater advantage of quantity purchase;

Assists in the preparation and submission of the Division Budget and in the execution of same;

Makes special studies for the Director, or as requested;

Assists in continuing program of inspection of buildings and equipment with emphasis on preventive maintenance, pre-planning and estimating of maintenance and repair work, the accumulation and analysis of costs and the maintenance of an inventory of physical assets;

EXAMPLES OF WORK: (Cont'd)

Performs related administrative tasks for the smooth and effective operation of the facilities.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of administrative practices and techniques; good knowledge of standards and operational procedures used in facilities management; ability to plan and lay out work for others; ability to make clear and accurate analyses of facts, figures, processes, etc.; ability to prepare and present reports both orally and in writing; initiative in developing plans for the future needs of institutional facilities, their servicing and maintenance; ability to maintain effective working relationships and in dealing with contractors, suppliers, general public and other staff members; integrity; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Bachelor's Degree\* with a major in business administration, political science, or engineering and five years of experience in general construction work or in facilities maintenance or service, three of which shall have been in an administrative or supervisory capacity; (b) nine years of experience in general construction work or in facilities maintenance or service, three of which shall have been in an administrative or supervisory capacity; or (c) a satisfactory equivalent combination of training and experience, including the three years of supervisory or administrative experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.