

ASSISTANT DIRECTOR OF MAINTENANCE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for assisting the Director-Maintenance in supervising and directing the daily operations of the General Maintenance Division in the Department of Parks, Recreation and Conservation. In addition to providing daily administrative management and supervision to numerous maintenance crew(s), this position works with the Director in coordinating and prioritizing projects within the division, managing budgeting for projects in area of assignment as well as serving as a technical specialist on complex maintenance issues and in responding to emergency situations. Incumbents may act for and on behalf of the Director in planning and directing renovation and new construction projects as well as ensuring that regularly scheduled maintenance operations are accomplished. In addition, responsibilities involve significant participation in estimating materials and costs for all division projects, including the allocation and deployment of the various trades' crews within the division, and prioritizing emergency response to maintenance problems at Park facilities (structures, dams, bridges, etc.) as needed. The incumbent supervises a number of maintenance personnel. Incumbents may be required to provide weekend, evening and holiday coverage as scheduled. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and directs maintenance personnel in maintenance projects to ensure completion in a safe and efficient manner within established quality standards and specifications;

Estimates materials, labor and cost required for completion of projects to allocate available resources efficiently and effectively;

Confers with supervisor on projects to prioritize projects, allocate resources and to determine which projects are best completed within the department and which should be completed by outside contractors;

Designs rehabilitation and repair projects, prepares specifications for the contracting of all types of construction and maintenance projects under department control and oversees that they are appropriately carried out;

Investigates complaints and work order requests to determine legitimacy and urgency, and develops plans accordingly;

Advises park superintendents on on-going maintenance and repair projects, providing information about proper work methods and materials;

Examines new construction methods and materials to determine usefulness in departmental projects;

Confers with other departments about design and purchasing materials and equipment required to complete projects;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the practices and procedures of park and pool maintenance; good knowledge of construction methods and the various construction trades; knowledge of safety precautions and practices related to maintenance, construction and personnel safety; ability to lay out and plan the work for a large number; ability to supervise large numbers and wide variety of maintenance personnel; ability to estimate cost of a maintenance program and project and to perform the computations necessary to prepare a budget for the project; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, communicate and understand in English sufficiently to perform the essential duties of the position; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) high school or equivalency diploma and eight years experience in facility operations, maintenance or construction, at least four of which must have been in a supervisory or administrative position; or (b) a Bachelor's Degree* and four years experience as stated in (a); or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

*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 Department of Education as a post-secondary, degree-granting institution.