

DIRECTOR OF OPERATIONS (MAINTENANCE-PRC)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a Deputy Commissioner the incumbent directs, plans and coordinates the maintenance and repair program for all facilities and locations in the Parks Department to ensure a safe, pleasant environment for a variety of leisure activities. The incumbent sets priorities, develops long and short range plans, directs all recurring, non-recurring and capital maintenance projects, ensuring work is completed on time and within budgetary guidelines and in accordance with contractual specifications and compliance with applicable codes and regulations. The incumbent develops strategies and sets procedures for all maintenance functions in the department and supervises a large number of managerial, supervisory and maintenance personnel. The incumbent has considerable latitude to exercise independent judgment and action, and may be required to provide weekend, evening and holiday coverage as scheduled. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs and manages the construction, maintenance and repair program for the department, including all park facilities, grounds, and equipment under the authority of the Commissioner of Parks and Recreation;

Prepares the annual construction, repair and maintenance budget for the department to efficiently and effectively allocate resources so that recurring, non-recurring and capital maintenance, repair and replacement programs and projects are implemented and completed in a timely manner;

Prioritizes projects, emergencies, and contracts in accordance with departmental goals and classifies projects according to major or minor status;

Prepares and reviews contracts, ensures adherence to contract specifications and compliance with applicable codes, regulations and standards, and adjusts schedules and specifications as needed to ensure departments goals and objectives are met;

Develops and implements a department-wide maintenance and repair program to ensure facilities, grounds and equipment are maintained in a timely, consistent and safe manner at all times;

Consults with directors, managers, and other staff to develop short and long-range plans for facilities, capital construction, and major repair, replacement or renovation projects;

Inspects, directly or through subordinate staff, the physical condition of facilities, grounds and equipment to evaluate the need for renovation, repair or replacement;

Reviews all maintenance, repair, construction and renovation plans and determines which should be performed by department employees and which should be allocated to outside contractors;

Authorizes and oversees all maintenance operations to ensure that projects are efficiently executed with respect to personnel, equipment and materials and are executed in accordance with good construction practices;

EXAMPLES OF WORK: (Illustrative only) (Con't)

Coordinates maintenance field work with utilities, local officials, other County departments, etc., so that projects do not conflict or overlap;

Prepares, reviews and maintains a variety of records and reports to ensure the activities of the maintenance division are on schedule, within budgetary guidelines, identify problems areas, and meet departmental needs and goals;

Supervises, trains, and coordinates the activities of staff, conducts performance evaluations, resolves personnel problems, etc.;

Acts as a liaison with County departments, including Public Works, Planning, the Capital Projects Committee, Budget, Law, etc., state and local government officials, consulting engineers, architects and contractors, as well as the public to provide information, address complaints, etc.;

Directs and coordinates the departments' initiatives to rectify health and safety issues identified in a variety of park structures;

Directs and oversees the departments safety education and training program for all department staff including, but not limited to, confined spaces training, ladder safety, proper use of personal protective equipment, etc., as well as preparation of compliance plans with OSHA regulations, to ensure a safe working environment for all staff as well as patrons of all parks and park facilities;

Prepares emergency response plans for the department including evacuation plans, equipment and vehicle lists, fuel storage, etc., and works with Public Safety to review security issues of all park facilities including alarm systems, security cameras, anti-theft windows, etc.;

May perform other incidental tasks, as needed;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the operations, maintenance and repair of the various equipment, facilities and grounds in a large department of parks and recreation; thorough knowledge of the rules, regulations and local building codes applicable to park facilities, grounds and equipment; thorough knowledge of facility operation, maintenance and repair; good knowledge of administrative techniques and practices; good knowledge of the various trades and skills necessary to perform required maintenance and repairs; good knowledge of methods of fiscal planning and management, budget preparation and control, and contract management; ability to plan and implement a long range maintenance program; ability to plan, organize and supervise the work of a large number of maintenance personnel; ability to delegate responsibility and exercise control through program and procedural planning, and the review of unusual and emergency problems; ability to

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Con't)

communicate clearly and effectively both orally and in writing; ability to deal with contractors, suppliers, staff and the public in an effective manner; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative in developing and implementing maintenance plans; initiative in developing and implementing plans for the long term care and maintenance of a wide variety of parks facilities; initiative; sound professional judgment; tact; integrity; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Engineering, Engineering Technology, Construction Technology, or related field and six years of administrative or managerial experience where the primary responsibility of the position was for maintenance, repair and construction functions of park facilities and grounds.

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

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.