

PROGRAM ADMINISTRATOR (MAINTENANCE)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for supervising multiple crews, including the plumbing, carpentry, electrical, plumbing, masonry, construction, welding trades as well as excavation and tree trimming crews; managing these crews to effectively carry out work in accordance with the goals of the department, as well as in emergency response situations. Working under the direction of the Director of Maintenance for this division, an incumbent serves as a roving supervisor, ensuring work is performed in accordance with trade standards, contract specifications and in accordance with OSHA guidelines. This class is distinguished from the Senior Maintenance Mechanic III level in that supervision is exercised over a number of crews involving a number of trades, and knowledge of the skills and practices of these trades is expected to make effective decisions with regard to the planning of work, estimating of materials and costs, and in the allocation of resources. Supervision is exercised over a number of maintenance personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Serves as a roving supervisor over multiple trade crews to ensure work is performed according to safety regulations and standards, and to ensure that work is consistent with technical and contract specifications;

Assists in designing rehabilitation and repair projects, and in the preparation of specifications for the contracting of all types of construction and maintenance projects under department control;

Participates in estimating and requisitioning equipment and supplies, and materials and tools to operate and maintain all PRC facilities; works independently in estimating costs under area of assignment;

Prioritizes projects under areas of assignment; and participates with managers in short and long-range planning efforts for all division projects;

Participates in the maintenance and monthly inspections of County owned dams;

Assists in the preparation of the department's health and safety maintenance program components; ensures compliance under area of assignment and maintains all appropriate training and safety records and incident reports;

Assists in the preparation of the annual budget for the division;

Prepares and supervises the preparation of annual reports, as well as other administrative reports regarding division operations;

Maintains extensive maintenance and safety records and issues work requests for preventive maintenance tasks;

Ensures all safety procedures and departmental policies are adhered to; prepares reports on same;

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

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

Maintain vehicle and equipment maintenance and inventory records;

Provides safety training to subordinates; ensures that safety standards are followed at all work sites under supervision;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email 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 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 work for a large number of subordinates; ability to supervise large numbers and a wide variety of maintenance personnel; ability to estimate costs, materials, supplies and staff resources for maintenance projects; ability to develop and implement budgetary cost controls for maintenance projects; 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: Possession of a high school or equivalency diploma and six years experience in maintenance, construction or facility operations**, two years of which must have been in a supervisory position responsible for planning work, estimating costs and allocating resources for new construction and/or renovation projects

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Bachelor's Degree* may be substituted on a year for year basis for up to four years of the required experience. There is no substitution for the specialized experience.

DEFINITION: Facility Operations is defined as the responsibility for the integration of multiple trades for the operation of a building or complex.

*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.