

ASSISTANT DIRECTOR OF SCHOOL FACILITIES,  
OPERATIONS AND MAINTENANCE

GENERAL STATEMENT OF DUTIES: Assists the Director in planning, organizing and directing the custodial, maintenance, repair and groundskeeping activities in a school district; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of School Facilities, Operations and Maintenance, an incumbent of this position assists in the conduct of the school district's cleaning, maintenance and groundskeeping program. The work is performed in accordance with federal, state and local laws and regulations and school district policies. The Assistant Director inspects worksites and school district properties on a routine basis 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 all custodial, building maintenance and groundskeeping employees.

EXAMPLES OF WORK: (Illustrative Only)

Assists the Director with planning, scheduling and assigning employees to various cleaning, maintenance, repair, renovation, ice and snow removal and building security tasks;

Assists in the preparation of the annual operating budget and estimates expenditures;

Inspects painting, carpentry, plumbing, electrical and other mechanical, maintenance or construction work performed by custodial or maintenance employees or private contractors;

Oversees or assists in the oversight of the care and maintenance of lawns, walks, trees, shrubs and grounds;

Inspects buildings, equipment and premises for hazards and violations of safety codes and regulations;

Maintains and updates an inventory of building maintenance and custodial supplies;

Maintains records and prepares reports related to operations such as fuel oil usage logs, material safety data sheets, fire extinguisher inspections, building maintenance activities, etc;

Coordinates building usage needs and special event set-ups for internal school groups and community groups and assigns custodial and/or maintenance staff, as needed;

Maintains and updates inventory of building supplies;

Keeps records and provides reports on building maintenance;

Uses computer applications such as spreadsheet, word processing, calendar, email and database software in the performance of the job;

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EXAMPLES OF WORK: (Illustrative Only) (Cont)

May conduct or coordinate in-service training of custodial and maintenance employees;

May prepare cost estimates for specific custodial or maintenance activities;

May respond to inquiries from district's employees, department heads and the public regarding school district buildings and grounds activities.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern school district buildings and grounds maintenance operations and practices; good knowledge of modern management principles and practices; good knowledge of safety regulations, procedures and security in the workplace and public buildings; good knowledge of the operation and maintenance of heating and ventilation equipment; good knowledge of cleaning practices, supplies, equipment and terminology; working knowledge of applicable codes, laws, rules and regulations governing school district facilities and construction; ability to plan and supervise a program of buildings and grounds maintenance; ability to communicate effectively both orally and in writing; ability to read and interpret plans, drawings, and blueprints; ability to organize and maintain accurate records and files and prepare reports; ability to establish and maintain effective working relationships with staff, public and others; ability to use computer applications such as spreadsheet, word processing, calendar, email and database software; good judgement; dependability; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either: (a) Bachelor's Degree in Civil, Electrical or Mechanical Engineering or closely related field and two (2) years of work experience where the primary function involved building maintenance and operations, one of which must have been in a supervisory capacity; or (b) Associate's Degree in Construction, Building or Mechanical Technology or closely related field and four (4) years of the specified experience as stated in (a) above, one of which must have been in a supervisory capacity; or (c) six (6) years of the specified experience as stated in (a) above, one of which must have been in a supervisory capacity; or (d) a satisfactory equivalent combination of the foregoing training and experience..

SUBSTITUTION: One year of capital construction experience, such as Clerk of the Works, Building Inspector, Assistant Building Inspector, etc., may be substituted for one year of the work experience as stated in (a) above. There is no substitution for the one year of supervisory experience.

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SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts  
J.C.: Competitive  
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Job Class Code: S555