

MANAGER – FACILITIES, BUILDINGS AND PARKLANDS  
(Town of Cortlandt)

GENERAL STATEMENT OF DUTIES: Oversees the Town's building maintenance and repair activities, park and playing field preparation, maintenance activities for recreation programs, and the maintenance of grounds around municipal buildings; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Environmental Services, the incumbent of this position is responsible for overseeing building maintenance and repair activities, park and playing field preparation, maintenance activities for recreation programs, and the maintenance of grounds around municipal buildings. Responsibilities also involve the review of work done by employees and contractors, through onsite inspections, to ensure safe operating conditions; the determining the need for and arranging and supervising the work of outside contractors. The exercise of independent judgment within the framework of established departmental policies is required in determining work methods and priority projects. Supervision is exercised over a number of various maintenance personnel, including fulltime and seasonal employees.

EXAMPLES OF WORK:

Oversees and participates in municipal maintenance and repair activities of buildings, facilities and grounds;

Conducts field inspections of municipal buildings, facilities, parks and playing fields looking for fire, safety, repair and/or OSHA violations;

Issues work orders to correct hazards, or repairs and reports violations to the municipal code enforcement division;

Prepares the division budget and monitors expenses;

Conducts safety instruction for employees in the appropriate use of tools, grounds maintenance, electrical safety, and custodial cleaning safety;

Reviews the work of outside vendors, i.e., cleaning contracts, grass cutting, etc.;

Reviews the cost effectiveness of contracting out various services and makes recommendations to superiors regarding service delivery evaluations;

Authorizes overtime and approves leave requests for employees of the division;

Supervises and performs carpentry work, electrical and plumbing installation and repair work;

Requisitions supplies and materials needed for repair and maintenance work;

Interacts with and responds to individuals representing de-centralized Town buildings and Town committees for grounds beautification and building improvements;



Supervises and assists in the maintenance of playing fields, tennis courts, running tracks, municipal swimming pools;

Supervises and assists in the servicing and repair of playground equipment;

Plans, organizes, directs and supervises the work of subordinate employees engaged in specified work projects or assignments in accordance with an established work schedule;

Recommends improvements for various facilities, trails, buildings and shelters;

Makes reports and maintains records;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of maintenance operations; good knowledge of modern building cleaning operations and repair of various types of building facilities and service equipment; good knowledge of the operational and maintenance requirements of typical park facilities and equipment, including beach areas and/or pools; good knowledge of mechanical and building trades necessary to the various maintenance operations; good knowledge of the practices and equipment associated with park operations and maintenance; good knowledge of safety precautions and measures applicable facilities, buildings, and parks; ability to plan, organize, and direct the work of subordinates in a variety of occupations; ability to delegate responsibility and to exercise control; ability to communicate effectively, both orally and in writing; ability to read and understand diagrams and blueprints; ability to deal with others tactfully and effectively; ability to understand and carry out oral and written instructions; initiative; good judgment; tact in dealing with others; reliability; integrity; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: a) a Bachelor's Degree in Parks Management, Environmental Science or closely related field and two years work experience in a capacity where the primary responsibilities involved parks or facilities maintenance, including or supplemented by one year of experience in a supervisory capacity; or b) an Associate's Degree in Engineering, Building Construction, or closely related field and four years work experience in a capacity where the primary responsibilities involved building and/or facilities maintenance and/or repair, including or supplemented by one year of experience in a supervisory capacity; or c) six years of work experience in a capacity where the primary responsibilities involved either building maintenance and repairs, or parks/facilities maintenance and repairs, including or supplemented by one year of experience in a supervisory capacity, or d) a satisfactory equivalent combination of the foregoing training and experience.

Town of Cortlandt

J.C.: Competitive

Job Class Code: 0378

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