

DIRECTOR OF BUILDINGS AND GROUNDS

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for the efficient and economical operation, maintenance and repair of the physical plant and property of a Community College. Work is performed in accordance with general policies and in consultation with a member of the administrative staff, with wide leeway permitted for the use of independent judgment in planning and carrying out the technical phases of the work. Supervision is exercised over a large staff of custodial and maintenance personnel.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Plans and directs a current and long-range program for the operation and maintenance of a physical plant;

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

Inspects buildings and equipment periodically to determine maintenance needs and sets up a preventative maintenance program;

Directs the maintenance and repair of grounds, walks, roads, parking lots and athletic fields;

Recommends appointments, transfers, promotions, and disciplinary action for maintenance employees;

Develops energy control methods and prepares procedures for minimizing energy waste;

Designs and supervises the installation of heating recovery systems and controllers;

Reviews new facility requirements and prepares preliminary design proposals and cost analysis;

DIRECTOR OF BUILDINGS AND GROUNDS

Page 2

Prepares bid specifications on contract work and plans and prepares specifications on in-house

construction or modifications of systems and equipment;

Prepares operation and maintenance procedures and trains maintenance personnel in their use;

Prepares budgets and monitor the status of individual accounts;

Monitors security and cleaning contract performance and recommends contractual changes as

required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of large-scale buildings and grounds operation and maintenance practices; good knowledge of building construction principles; good knowledge of energy conservation practices and procedures; ability to plan, supervise, lay out and inspect the work of custodial and maintenance employees and tradesmen; ability to prepare, read and work from plans and specifications; mechanical aptitude; industry; dependability; and good judgment.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a New York State registered or regionally accredited four year college or university with a bachelor's degree in engineering, public administration, business administration or similarly related field; or

(B) Graduation from a New York State registered or regionally accredited two year college with an associate degree in engineering, public administration, business administration or similarly related field and two years full-time paid experience in building maintenance and operation activities, at least one year of which must have been in a supervisory capacity; or

DIRECTOR OF BUILDINGS AND GROUNDS

Page 3

- (C) Four years full-time paid experience in building maintenance and operation activities, at least two years of which must have been in a supervisory capacity; or
- (D) An equivalent combination of training and experience.

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Last Reviewed: January 30, 1978
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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