

DIRECTOR OF SCHOOL FACILITIES AND OPERATIONS 415-F

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for providing administrative oversight and supervision for the management and maintenance of facilities and grounds in a school district. The incumbent performs regular inspections of structural facilities, plant facilities and institutional grounds to ascertain needs for maintenance and repairs and to ensure safe operations. The essential characteristic of this position is that of providing administrative oversight, supervision of staff and performing traditional management functions such as budgeting, planning, organizing, directing, supervising, coordinating, or similar management functions. Work is performed under general supervision with leeway permitted for the exercise of independent judgment within general policies and objectives outlined by the local school board and school administrators. Supervision is exercised over subordinate staff.

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.*

- Oversees and manages staff assigned to building and grounds maintenance or cleaning activities;
- Establishes and implements procedures to insure compliance with occupational safety and health standards or requirements;
- Assigns work, delegates responsibilities, schedules staff, reviews performance, conducts employee counseling sessions, initiates disciplinary actions, and performs other traditional supervisory functions;
- Assesses policies, regulations and statutory controls relating to assigned functions and implements procedures to insure adequate compliance;

Conducts periodic inspections and visits job sites to determine the effectiveness of work procedures and practices;

Identifies the need for equipment or supply purchases and makes requisitions for the same;

Conducts employee recruitment activities and interviews to make recommendations concerning staff appointments or promotions;

Assists in developing specifications and procedures to insure safety and security in all operations;

Develops, schedules and manages a preventive maintenance program designed to maintain buildings and grounds in safe and proper operating condition;

Prepares preliminary plans, specifications and cost estimates on repair or alteration projects;

Confers with school administrators on maintenance, repair and operational needs;

Schedules assigned staff to assure coverage of regular and special school activities;

Prepares and maintains the operating budget for the units or functions delegated to the position;

Maintains an inventory of equipment and supplies;

Prepares bids for products, machinery, equipment, and services and evaluates products and services to determine that specifications are being fulfilled.

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

TERISTICS: Thorough knowledge of building construction principles and practices as they relate to the maintenance, operation and repair of structures; thorough knowledge of the safe operation, maintenance and repair of heating, ventilation and other mechanical systems; good knowledge of institutional grounds maintenance and repair; working knowledge of modern management and

administration principles and practices; ability to plan, coordinate, supervise and critically inspect the work of others; ability to carry out detailed oral and written instructions; ability to communicate, both orally and in writing; ability to prepare budget and project cost estimates; mechanical aptitude; dependability; initiative; and good judgment.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher in Engineering Technology or a closely related field, and four (4) years of full-time paid work experience in building maintenance, repair or construction activities, including HVAC, plumbing and/or electrical maintenance and repair, three (3) years of which shall have been in a supervisory capacity ; or
- (B) Graduation from high school or possession of a high school equivalency diploma and six (6) years experience of building maintenance, repair or construction activities, including HVAC, plumbing and/or electrical maintenance and repair, three (3) years of which shall have in a supervisory capacity; or
- (C) Seven (7) years of experience as described in (A) above, three (3) years of which shall have been in a supervisory capacity; or
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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NYS Civil Service Commission Approval: N/A

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