

FACILITIES AND SECURITY MANAGER Tompkins County

Department: DSS, Various School Districts
Classification: Competitive
Labor Grade: L (12)
Approved: 0
Revised: 04/13
By: AF, Commissioner of Personnel
BBP Risk Factor: 3

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered college with an Associates Degree or completion of at least sixty college credit hours **AND** at least four years of building maintenance, facilities coordination or security experience, two years of which must have been in a supervisory capacity; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** at least six years of building maintenance, facilities coordination or security experience, two years of which must have been in a supervisory capacity; **OR**
- (c) Any combination of training and experience that is equivalent to, or higher than that listed in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT:

- 1. Possession of valid New York State motor vehicle operators license at time of appointment and maintenance of such license during the life of employment.
- 2. Preference in appointment **MAY** be given to candidates among the top three who possess certification in: Advanced First Aid through the American Red Cross, or First Responder or Emergency Medical Technician Certification through New York State. However, the appointing authority reserves the right to chose a candidate who is not certified in one of the above on date of appointment. If so, the incumbent must enroll in one of these training courses, successfully complete the course within one year of the date of appointment and maintain certification at all times thereafter during employment.
- 3. In accordance with General Business Law, Articles 7 and 7A, Section 89-g, all security personnel must register with the NYS Department of State, Division of Licensing Services immediately upon employment. Registration includes fingerprinting and a thorough background check by the State Department of Criminal Justice Services and FBI.

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory position responsible for the smooth, safe and efficient operation of the Department and/or District's facilities. An employee in this class is responsible for ensuring compliance with existing policies and procedures and for creating new policies and procedures as necessary to ensure that the building is operating at or above the standards to which it was built. The Facilities and Security Manager is responsible for insuring the safety of all building users. The incumbent supervises any security staff assigned to the building and provides direct support whenever needed. The work is performed under the general supervision of the Commissioner of Social Services or Superintendent of Schools. Depending on location, the incumbent may provide direct supervision to Security Officers, Maintenance, Groundskeepers, Custodians and/or Cleaners assigned to this facility. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Ensures the safety and security of all users of the building;
Ensures that the facilities are cleaned and maintained at the highest level possible which shall be no less than the standard to

which the building was built. Standards higher than the minimum may be specified in the policies and procedures designed by the Facilities and Security Manager;

- Serves as the primary point-of-contact between staff, visitors, and public users of the building on building use issues;
- Acts as a point-of-contact/liaison between the occupants and all vendors who work in the building;
- Supervises (depending on location) the Security Staff, Maintenance, Custodial and/or Cleaners, including work assignment, scheduling, parking enforcement and fire drills;
- Regularly conducts performance evaluations on staff that s/he supervises;
- Deals with minor problems directly or directs the work of buildings and grounds personnel or other vendors as necessary to resolve problems;
- Works closely with the supervisor to select staff, to maintain and clean the facilities;
- Sets up a system to monitor building cleaning;
- Maintains a dialog with all building users to determine work that needs to be done;
- Stays on top of small problems on a daily basis so that they do not become major problems;
- Maintains the Material Safety Data Sheet inventory for the building and serves as the primary contact whenever questions about exposure to various workplace substances arise or refers them to the Health and Safety Coordinator;
- Schedules staff to maximize coverage for daily operations and public use of the building;
- Ensures a sufficient number of cleaning and/or maintenance personnel are on duty each day;
- Develops educational materials and trains people so that they may easily and safely use of the lighting, electronics and other equipment during and after hours;
- Maintains and alters building signage as necessary;
- Develops a budget and annually advocates to the Supervisor for this portion of the overall budget;
- Supervises building changes such as work stations, phone and physical portions of major computer deployment;
- Serves as the liaison to the Health and Safety Coordinator on issues such as air quality testing, ergonomics, occupational safety, health and other building safety issues;
- Serves as liaison to the local police force and neighbors;
- Participates actively in building related quality teams;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good general knowledge of the modern principles and practices of supervision and building management;
- Good general knowledge of engineering, building trades or building maintenance sufficient to become familiar with a relatively high tech building and security system;
- Good general knowledge of law enforcement and security methods such as patrolling, investigating and observing;
- Good interpersonal skills;
- Working knowledge of computer systems sufficient to learn how to use the existing technology and stay up to date with advances in the field;
- Ability to employ an aggressive and proactive approach to problem solving;
- Ability to plan and supervise the work of others in a manner conducive to full performance and high morale;
- Ability to express oneself clearly and concisely both orally and in writing;
- Ability to establish and maintain an effective working relationship with the public and staff;
- Ability to deal firmly but courteously and tactfully with the public when enforcing laws or rules;
- Willingness to see the building occupants and general public as customers and work from that perspective during periods of normal and high stress;
- Willingness to work in a total quality group/team environment;
- High standards of work environment cleanliness and close attention to detail;
- Good powers of observation
- Physical condition commensurate with the demands of the position.

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