

Assistant to the Director of Facilities Tompkins County

Department: Tompkins Cortland Community College

Classification: Competitive

Labor Grade: TC3 Grade of G

Approved: 0

Revised: 5/13

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in a business field, Engineering Technology, Construction Technology, Mechanical Technology, Architectural Technology or a related field **AND** three years of full time paid (or the equivalent part time and/or volunteer) experience in stores, inventory control or building maintenance work; **OR**

(b) Graduation from high school or possession of a high school equivalency diploma **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) experience in building maintenance work, at least two years of which must be in stores or inventory control; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

NOTE: A minimum of three years of specific experience is required in (a) above. Additional education above the Associates level may not be substituted for this required experience.

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

DISTINGUISHING FEATURES OF THE CLASS:

The position involves assisting and supporting the Director of Facilities in coordinating and planning the work of the Facilities department. This position also assists in the coordination of the work of the department with other departments of the college and with outside vendors or officials. The work is performed under the general supervision of the Director of Facilities. Direct supervision may be exercised over the work of students. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Assists with the review and assignment of work orders to appropriate branch heads, supervisors or directly to workers;
Assists Facilities Operations Manager and other college officials in the preparation of work orders involving changes in office systems or layouts;
May meet with college staff to determine most appropriate office layouts and participate in the actual arrangement of furniture, supplies and equipment;
Oversees and administers key-control program for the college, including the processing requests for keys or re-keying and the cutting of new keys as needed;
Assists with the preparation of purchase orders, including the securing of price quotes and the selection of specific items to be ordered;
Assists with the review and approval of purchase orders for payment once supplies have been received or work completed;
Oversees inventory control procedures to insure accurate departmental distribution and records;
May review periodic expenditure reports to monitor line items and transfer money between accounts or refer problems to the Director as appropriate;
Inspects general maintenance of building;
Assists with securing budget estimate data, make budget estimate studies, assist in preparation of the total departmental budget and in the maintenance of budget control;
Collects a variety of statistics and prepares reports, some of which involve the use of complex ratios and formulas;
Monitors energy usage and costs, prepares historical reports and calculates projections based on current pricing and usage trends;
Works with Maintenance staff in the operation of the TRANE computerized HVAC controls; Handles customer heat/cold complaints; Makes simple adjustments or arranges for technicians to make needed adjustments to the mechanical system;
Maintains all capital project files, including drawings, specifications, change orders, O & M manuals making sure that data is

easily accessible for reference when needed;

Maintains preventive maintenance program, determines frequency of p.m., assigns work related to p.m., maintains records of p.m.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and methods;

Thorough knowledge of practices and procedures in receiving, storing and distribution of supplies and equipment;

Good knowledge of the principles and modern practices of office management;

Good knowledge of the character of the relationships between college departments and between public and private agencies;

Working knowledge of the principles and modern practices of account keeping and budget control;

Working knowledge of modern maintenance procedures;

Ability to organize, assign, coordinate and review the work of others;

Ability to understand and carry out oral and written directions;

Ability to prepare and maintain a variety of records and reports;

Ability to deal effectively with and to gain the cooperation of others;

Ability to learn intricate computer program for facilities HVAC system and operate same

Ability to learn how to operate a key-cutting machine, to pin and re-pin cores, understand computerized key control system;

Good judgment in solving complex administrative problems;

Tact, courtesy, and integrity are required.

The employee's physical condition shall be commensurate with the demands of the position.

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