

Director of Facilities I Tompkins County

Department: Various School Districts Throughout Tompkins County

Classification: Competitive

Approved: 0

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one of the following:

(A) An Associate's Degree or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology **AND** two years of experience in school facilities maintenance, general building construction, building maintenance or repair work in more than one of the skilled trades* , which included one year of supervisory experience; **OR**

(B) Four years of experience in school facilities maintenance, general building construction, building maintenance or repair work in more than one of the skilled trades such, which included one year of supervisory experience; **OR**

(C) Thirty credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and three years of experience in general building construction, building maintenance or repair work in more than one of the skilled trades* , which included one year of supervisory experience.

*Skilled trades include journey level experience as a carpenter, electrician, mason, plumber and/or heating, ventilating and air conditioning installers.

Non-Qualifying Experience: Experience limited to building cleaning is not qualifying. Building cleaning is defined as activities primarily involving a variety of inside and outside building cleaning activities including, but not limited to, washing walls and windows, polishing floors, cleaning restrooms, disposing of refuse.

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

SPECIAL REQUIREMENT:

Possession of a valid New York State driver's license and certificates appropriate to the vehicles, equipment and/or machinery operated at time of appointment or during the course of employment consistent with the needs of the School District.

NOTE: Verifiable part-time experience may be prorated toward meeting full-time experience requirements.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

DISTINGUISHING FEATURES OF THE CLASS:

A Director of Facilities I is responsible for ensuring that building and grounds maintenance, repair and cleaning related tasks and activities in a school district are performed. The incumbent is typically responsible for supervision of a unit and may also work alongside lower-level employees in carrying out and overseeing work details. The incumbent also performs manual labor and operates equipment related to the work. The work is performed according to established policies and procedures and in accordance with applicable State, local, and federal laws, rules and regulations which apply to school district facility operations and maintenance. The work may occur indoors or outdoors, possibly under adverse working conditions. The incumbent typically reports to a school business administrator or district superintendent. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises staff and participates in daily preventive maintenance and custodial activities, which may include replacing locks, painting, carpeting/floor tile/window/drywall replacement and/or repair;
- Directs, assigns and evaluates the work of subordinate personnel and performs on-the-job training of custodial, maintenance and transportation staff as needed;
- Monitors a preventive maintenance program designed to retain buildings, grounds and equipment in a safe operating condition;
- Creates and maintains basic records and reports relative to the work performed and schedules repairs when necessary;
- Discusses maintenance, repair and operational needs with school administrators;
- Performs basic preventive maintenance and/or repairs equipment, including plumbing and heating systems;
- Performs minor electrical repairs, including replacement of electrical outlets;
- Troubleshoots problems with equipment, including HVAC and electrical systems and when a non-routine issue is found, may contact contractor to perform repairs;
- Performs visual inspections of painting, carpentry, plumbing, electrical, and other mechanical maintenance and construction work performed by private contractors, custodial, or maintenance employees to ensure work is conducted and completed in a satisfactory manner;
- Monitors expenses to ensure budgetary limits as established by the School Board are not exceeded;
- Tracks inventory and when necessary, orders cleaning supplies, fuel and parts for equipment and buildings;
- Responsible for mowing grass, hedge trimming, maintenance of playgrounds, parking areas and other school grounds, including athletic fields;
- Removes snow and ice from sidewalks and roadways;
- Loads and unloads materials and supplies and records goods received and shipped;
- Cleans classrooms, hallways, bathrooms, cafeterias and offices;
- Uses a variety of tools and operates a variety of motor and other equipment related to building and grounds maintenance and repair including snow blowers, lawn mowers, tractors, plow trucks, pick-up trucks, hedge trimmers, chainsaws, drills, reciprocating saws, screwdrivers, wrenches, pliers, hammers and plungers;
- Swimming pool maintenance, if applicable, limited to maintaining pool's cleanliness and the addition of chemicals to ensure a safe swimming environment for students/public;
- May have contact with the public, school principals, administrators and teachers;
- May be required to drive buses.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of modern buildings and grounds maintenance and repair practices and procedures;
- Good knowledge of safety precautions and practices associated with modern buildings and grounds maintenance and repair work;
- Good knowledge of the practices and techniques of one or more of the skilled trades* (defined in minimum qualifications above);
- Good knowledge of the principles and practices of supervision;
- Ability to plan and schedule work, including determining staff, equipment, and supplies needed;
- Ability to train and supervise subordinates;
- Ability to create, organize and maintain accurate records and files;
- Ability to effectively, efficiently and safely use tools and operate equipment related to building and grounds maintenance and repair;
- Ability to visually inspect the work of building tradespersons and contractors;
- Ability to monitor budgets to ensure expenditures are within authorized budgetary limits;
- Ability to understand and follow written and verbal instructions;
- Mechanical aptitude; and
- Willingness to work under adverse weather conditions.

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