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**NASSAU COUNTY**

**Title : ASSISTANT DIRECTOR OF  
SCHOOL FACILITIES AND  
OPERATIONS I OR SCHOOL  
FACILITIES AND OPERATIONS  
ASSISTANT I**

**SCHOOL DISTRICTS  
CLASS SPECIFICATION**

**Code: 840160 6IA  
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Competitive**

**GENERAL STATEMENT OF DUTIES**

Assists the Director of School Facilities and Operations II, or in school districts with a student population of up to 6,000, the certificated person performing these duties, in conducting a large scale cleaning and maintenance program; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, positions in this class differ from those of Head Custodian in that the duties performed involve considerably greater managerial ability. The position is generally not found in an organizational setup which employs a Maintenance Supervisor and a Supervisor of Operations. There is considerable leeway for the exercise of independent judgment in administering the technical phases of the work.

**TYPICAL DUTIES**

1. Sets up work schedules and assists in assigning and planning work.
2. Assists in inspecting the work of private contractors and custodial and maintenance employees.
3. Assists in supervising the maintenance of heating and ventilating systems.
4. Assists in the preparation of budget estimates for custodial and maintenance activities.
5. Assists in drafting specifications and plans for repairs and alteration to buildings and equipment.
6. Assists in directing the maintenance and upkeep of grounds.
7. Maintains records and prepares reports on building maintenance.
8. Supervises motor equipment operators and motor equipment repairs, as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Considerable knowledge of large-scale building maintenance and operations activities.
2. Considerable knowledge of heating plant and air conditioning operations and safety precautions.
3. Considerable knowledge of building maintenance trades, operations, and materials.
4. Ability to plan, inspect, and supervise the work of a large number of custodians, maintainers, and other building maintenance employees.
5. Ability to understand and carry out complex oral and written directions.

6. Ability to maintain records and prepare clear and concise written reports.
7. Ability to establish and maintain effective working relationships with administrators, contractors and subordinate personnel.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Graduation from high school

and

Five years of satisfactory building maintenance experience including two years supervising custodial and maintenance personnel.

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