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NASSAU COUNTY

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

**SCHOOL DISTRICTS
CLASS SPECIFICATION**

**Code : 840163 6ID
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Competitive**

GENERAL STATEMENT OF DUTIES

Assists the Director of School Facilities and Operations III or IV, or in school districts with a student population of more than 6,000, the certificated person performing these duties, in conducting a 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. Assists in planning, directing, and evaluating the entire school district's buildings and grounds maintenance program.
2. Assists in interviewing, hiring, and assigning all cleaning and maintenance personnel.
3. Assists in inspecting the work of private contractors and custodial and maintenance employees.
4. Inspects and supervises the maintenance of heating and ventilating equipment.
5. Assists in preparing budget estimates for custodial and maintenance activities.
6. Drafts specifications and plans for repairs and alterations to buildings and equipment.
7. Approves expenditures in connection with maintenance activities.
8. Maintains records and prepares reports of buildings and grounds activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of building maintenance and operations activities.
2. Thorough knowledge of heating plant and air conditioning operations and safety precautions.
3. Thorough knowledge of building maintenance trades, operations and material.
4. Knowledge of construction, construction drafting, blueprints, and specifications.
5. Ability to plan, inspect, and supervise the work of a large number of custodians, maintainers, and other building maintenance employees.
6. Ability to understand and carry out complex oral and written directions.
7. Ability to maintain records and prepare clear and concise written reports.

8. Ability to establish and maintain effective working relationships with administrators, contractors and subordinate personnel.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school

and

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

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