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NASSAU COUNTY

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

SCHOOL DISTRICTS

Code: 840165 6IF

CLASS SPECIFICATION

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Competitive

GENERAL STATEMENT OF DUTIES

Plans, implements, coordinates, and supervises a program of buildings, grounds, and facilities maintenance and operation for a school district with a pupil population of 3000 or less; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, this is an administrative position whose duties are performed in accordance with general policy outlined by the superintendent or other supervisor, allowing wide leeway for the exercise of independent judgment. This position is responsible for the operation, maintenance, renovation/alteration, and new construction of the school district's buildings, grounds, and facilities, as well as their safety and security, and that of the occupants. The position supervises all maintenance, custodial, and security personnel.

TYPICAL DUTIES

- * 1. Plans, supervises, and evaluates the safe and efficient maintenance and operation of the school district's buildings, grounds, and facilities.
- * 2. Develops, implements, and coordinates a preventive maintenance program designed to retain buildings, grounds, facilities, and equipment in safe operating condition.
- * 3. Establishes, and regularly reviews and adjusts as needed, appropriate maintenance, groundskeeping, custodial, safety, and security procedures for all school buildings, grounds, and facilities.
- * 4. Prepares the preliminary facilities and operations budget, approves expenditures, and maintains records of the latter.
- * 5. Inspects all buildings, grounds, facilities, and plant equipment to determine that maintenance and custodial procedures are followed, and standards are met.
- * 6. Identifies mechanical and structural deficiencies, and recommends, and supervises, their repair or replacement.
- * 7. Confers with school administrators on maintenance, repair, operational, safety, and security needs.
- 8. Participates with other management personnel in the planning of renovation/alteration, major repair work, and new construction.
- 9. Prepares preliminary plans, specifications, reports, and cost estimates for renovation/alteration, major repair work, and new construction.
- * 10. Confers with independent contractors, architects, clerks of the works, construction management firms, local building authorities, Fire Marshal, various inspectors, and State Education Department.
- * 11. Inspects and prepares reports on the work of independent contractors, and

- approves payment.
- * 12. Recommends purchase of equipment and supplies.
- 13. Inspects for, and identifies, any asbestos or other environmental problems, and recommends and supervises their repair or replacement.
- * 14. Ensures that the school district's buildings, grounds, and facilities are in full compliance with all regulatory requirements.
- * 15. Interviews and recommends hiring, promotions, and termination of custodial, maintenance, and security personnel.
- 16. Develops, plans, and implements training programs for all custodial and maintenance personnel.
- 17. Assists in the development of the board of education's policies relating to the district's buildings, grounds, facilities, safety, and security.
- * 18. Maintains records of time and material expended, supplies inventory, and projections of workload.
- 19. Develops and maintains an inventory control program for the department's materials and supplies.
- * 20. Directs snow and ice control activities, tree and decorative planting and pruning, and athletic field and swimming pool maintenance.
- 21. Makes recommendations for the determination of rent-or-buy decisions.

***TYPICAL ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of school buildings, grounds, and facilities maintenance and operations.
2. Considerable knowledge of heating plant and air conditioning operations, maintenance, and safety precautions.
3. Considerable knowledge of the methods, materials, and equipment used in school buildings, grounds, and facilities maintenance and operations.
4. Considerable knowledge of current developments in the field of school buildings, grounds, and facilities maintenance and operation.
5. Knowledge of environmental laws, rules, and regulations affecting the operation and maintenance of school buildings, grounds, and facilities.
6. Knowledge of the principles and practices of institutional or school buildings, grounds, and facilities safety and security precautions.
7. Ability to plan, organize, and supervise the work of subordinate supervisors and custodial, trades, and other building maintenance staff.
8. Ability to inspect, review, and evaluate work performed and to recommend and implement improvements and procedures.
9. Ability to prepare preliminary budget and cost estimates for renovation/alteration, major repair work, and new construction.
10. Ability to interpret, prepare, and work from blueprints, sketches, and diagrams.
11. Ability to express oneself effectively, both orally and in writing.
12. Ability to maintain effective working relationships with associates, contractors, and subordinates.

MINIMUM QUALIFICATIONS

Training and Experience

1. Bachelor's degree from a regionally accredited or New York State registered college or university
and
Two years of satisfactory experience supervising school custodial and maintenance personnel;
or
2. Associate's degree from a regionally accredited or New York State registered college or university
and
Four years of satisfactory experience supervising school custodial and maintenance personnel.

NOTE: Experience, supervising general custodial and maintenance personnel, may be substituted for college education as outlined in number (2) above, on a year-for-year basis, as long as three years shall have been supervising **school** custodial and maintenance personnel.

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