

[Go Back](#)**NASSAU COUNTY****Title : DIRECTOR OF SCHOOL  
FACILITIES PLANNING****SCHOOL DISTRICTS****Code: 130080 JEA****CLASS SPECIFICATION****Page : 1 of 3****Competitive****GENERAL STATEMENT OF DUTIES**

Directs and coordinates the planning and implementation of additions to, and changes in, Board of Cooperative Education (BOCES) plant facilities to meet the needs of educational activities, and plans, implements, coordinates, and supervises the buildings, grounds, and facilities maintenance and operation program; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under administrative supervision, the duties of this executive position 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 planning and development of educational facilities, and the operation and maintenance of the BOCES buildings, grounds, and facilities, as well as their safety and security, and that of the occupants. The position supervises facilities planning staff and all maintenance, custodial, and security personnel.

**TYPICAL DUTIES**

1. Prepares reports on costs of facilities development, such as capital bond issues, notes, and lease-purchase agreements.
- \* 2. Plans, supervises, and evaluates the safe and efficient maintenance and operation of the BOCES buildings, grounds, and facilities.
3. Develops, implements, and coordinates a preventive maintenance program designed to retain buildings, grounds, facilities, and equipment in safe operating condition.
- \* 4. Establishes, and regularly reviews and adjusts as needed, appropriate maintenance, groundskeeping, custodial, safety, and security procedures for each school building, grounds, and facility.
5. Acts as liaison with concerned federal, state, and local educational and governmental agencies.
6. Prepares the facilities planning, maintenance, and operations budget, approves expenditures, and maintains records of the latter.
- \* 7. Inspects all buildings, grounds, facilities, and plant equipment to determine that maintenance and custodial procedures are followed, and standards are met.
- \* 8. Identifies mechanical and structural deficiencies, and recommends, and supervises, their repair or replacement.
9. Confers with school administrators on maintenance, repair, operational, safety, and security needs.
- \* 10. Participates with other management personnel in the planning of renovation/alteration, major repair work, and new construction.

- \* 11. Prepares preliminary plans, specifications, reports, and cost estimates for renovation/alteration, major repair work, and new construction.
- 12. Assists in the selection and evaluation of architects, engineers, and contractors.
- \* 13. Confers with independent contractors, architects, clerks of the works, construction management firms, local building authorities, Fire Marshal, various inspectors, State Education Department, State Division of Facilities Planning, Dormitory Authority, and other regulatory agencies.
- \* 14. Inspects and prepares reports on the work of independent contractors, and approves payment.
- 15. Recommends purchase of equipment and supplies.
- \* 16. Inspects for, and identifies, any asbestos or other environmental problems and recommends, and supervises, their repair or replacement.
- \* 17. Ensures that the BOCES buildings, grounds, and facilities are in full compliance with all regulatory requirements.
- 18. Interviews and recommends hiring, promotions, and termination of planning, custodial, and maintenance personnel.
- 19. Develops, plans, and implements training programs for all custodial and maintenance personnel.
- 20. Assists in the development of the Board of Education's policies relating to the District's buildings, grounds, facilities, safety, and security.
- 21. Maintains records of time and material expended, supplies inventory, and projections of workload.
- 22. Develops and maintains an inventory control program for the department's materials and supplies.
- \* 23. Directs snow and ice control activities, tree and decorative planting and pruning, and athletic field and swimming pool maintenance.
- \* 24. Assists in preparation of public information releases, and speaks before concerned community groups, as needed.

#### \*ESSENTIAL FUNCTIONS

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

1. Extensive knowledge of school building and plant facilities required for a wide range of educational activities.
2. Extensive knowledge of school buildings, grounds, and facilities maintenance and operations.
3. Extensive knowledge of costs and means of financing governmental building construction.
4. Extensive knowledge of heating plant and air conditioning operations, maintenance, and safety precautions.
5. Extensive knowledge of the methods, materials, and equipment used in school buildings, grounds, and facilities maintenance and operations.
6. Extensive knowledge of current developments in the field of school buildings, grounds, and facilities maintenance and operation.
7. Thorough knowledge of environmental and other laws, rules, and regulations

affecting the planning, operation, and maintenance of school buildings, grounds, and facilities.

8. Considerable knowledge of the principles and practices of institutional or school buildings, grounds, and facilities safety and security precautions, and current developments in the field.
9. Ability to plan, organize, and supervise the work of planning staff and subordinate supervisors and custodial, trades, and other building maintenance staff.
10. Ability to inspect, review, and evaluate work performed, and to recommend and implement improvements and procedures.
11. Ability to prepare preliminary budget and cost estimates for renovation/alteration, major repair work, and new construction.
12. Ability to interpret, prepare, and work from blueprints, sketches, and diagrams.
13. Ability to prepare comprehensive reports.
14. Ability to express oneself effectively, both orally and in writing.
15. Ability to establish and maintain effective working relationships with associates, officials, contractors, subordinates, and the public.

## **MINIMUM QUALIFICATIONS**

### **Training and Experience**

1. Continuing possession of a Professional Engineer's or Architect's License issued by the State of New York  
and  
Three years of satisfactory administrative experience constructing, renovating, or remodeling facilities, including two years involving school facilities;  
or
2. Bachelor's degree from a regionally accredited or New York State registered college or university, with a major in an engineering field  
and  
Five years of experience as outlined in (1) above, including three years involving school facilities.

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