

[Go Back](#)**NASSAU COUNTY****Title : DIRECTOR OF SCHOOL  
FACILITIES, OPERATIONS, AND  
TRANSPORTATION****SCHOOL DISTRICTS  
CLASS SPECIFICATION****Code: 840175 6IP****Page : 1 of 3****Competitive****GENERAL STATEMENT OF DUTIES**

Plans, implements, coordinates, and supervises a program of buildings, grounds, facilities maintenance and operation, and transportation operations for a school district with a pupil population of 6,000 or less, with limited school bus service; 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, their safety and security, and that of the occupants, and the transportation program. The position supervises all maintenance, custodial, security, and transportation 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. Plans, directs, and evaluates the school district's transportation program.
- \* 3. Develops, implements, and coordinates a preventive maintenance program designed to retain buildings, grounds, facilities, and equipment in safe operating condition.
- \* 4. Supervises all personnel engaged in the operation and maintenance of all district vehicles.
- \* 5. Establishes, and regularly reviews and adjusts as needed, appropriate maintenance, groundskeeping, custodial, safety, and security procedures for each school building, grounds, and facility, and for all vehicles.
- \* 6. Prepares time schedules, bus routes, disciplinary rules, seating arrangements, and procedures for the operation of buses.
- 7. Prepares the preliminary budget for facilities and operations, and transportation; approves expenditures, and maintains records of the latter.
- 8. Supervises the preparation of reports, as required by the New York State Departments of Education, Motor Vehicles, and Transportation.
- \* 9. Inspects all buildings, grounds, facilities, plant equipment, and vehicles to determine that maintenance, safety, and custodial procedures are followed, and standards are met.
- \* 10. Identifies mechanical and structural deficiencies; recommends and supervises their repair or replacement.

- \* 11. Confers with school administrators on maintenance, repair, operational safety, transportation, and security needs.
- 12. Participates with other management personnel in the planning of renovation/alteration, major repair work, and new construction.
- 13. Prepares preliminary plans, specifications, reports, and cost estimates for renovation/alteration, major repair work, and new construction.
- \* 14. Confers with independent contractors, architects, clerks of the works, construction management firms, local building authorities, Fire Marshal, various inspectors, transportation companies, and State Education Department.
- \* 15. Inspects and prepares reports on the work of independent contractors, and approves payment.
- \* 16. Recommends purchase of equipment and supplies.
- 17. Inspects for, and identifies, any asbestos or other environmental problems and recommends, and supervises, their repair or replacement.
- \* 18. Ensures that the school district's buildings, grounds, facilities, and transportation program are in full compliance with all regulatory requirements.
- \* 19. Interviews and recommends hiring, promotions, and termination of custodial, maintenance, transportation, and security personnel.
- \* 20. Evaluates motor vehicle and medical and fingerprinting records before hiring of transportation personnel.
- 21. Develops, plans, and implements training programs for all custodial, maintenance, and transportation personnel.
- 22. Assists in the development of the Board of Education's policies relating to the district's buildings, grounds, facilities, safety, security, and transportation.
- \* 23. Maintains records of time and material expended, supplies inventory, and projections of workload.
- 24. Develops and maintains an inventory control program for the department's materials and supplies.
- \* 25. Arranges for all education and athletic trips on district and contracted buses.
- 26. Directs snow and ice control activities, tree and decorative planting and pruning, and athletic field and swimming pool maintenance.
- 27. 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 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 modern transportation methods and the operation of buses.
5. Considerable knowledge of current developments in the field of school buildings, grounds, and facilities maintenance and operation.

6. Knowledge of all federal, state, and local rules and regulations pertaining to school bus transportation and safety.
7. Knowledge of environmental laws, rules, and regulations affecting the operation and maintenance of school buildings, grounds, and facilities.
8. Knowledge of the principles and practices of institutional or school buildings, grounds, and facilities safety and security precautions.
9. Knowledge of general repairs of automotive equipment.
10. Knowledge of the school district area, location of all schools within the district, and those located outside the district for which transportation is provided.
11. Ability to plan, organize, and supervise the work of subordinate supervisors and custodial, trades, other building maintenance staff, and transportation personnel.
12. Ability to plan and schedule bus routes.
13. Ability to inspect, review, and evaluate work performed and to recommend and implement improvements and procedures.
14. Ability to prepare preliminary budget and cost estimates for renovation/alteration, major repair work, and new construction.
15. Ability to interpret, prepare, and work from blueprints, sketches, and diagrams.
16. Ability to express oneself effectively, both orally and in writing.
17. 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  
Four years of satisfactory experience supervising school custodial and maintenance personnel including one year scheduling and laying out bus routes for pupil transportation;  
or
2. Associate's degree from a regionally accredited or New York State registered college or university  
and  
Six years of satisfactory experience supervising school custodial and maintenance personnel, including one year scheduling and laying out bus routes for pupil transportation.

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