

[Go Back](#)**NASSAU COUNTY****Title : SUPERVISOR OF FACILITIES
PLANNING****SCHOOL DISTRICTS****Code: 130075 JDP****CLASS SPECIFICATION****Page : 1 of 1****GENERAL STATEMENT OF DUTIES**

Plans and implements additions to and changes in plant facilities to meet the needs of an educational agency; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, this is an administrative position with leeway for the exercise of some independent judgment in the development and use of facilities.

TYPICAL DUTIES

1. Consults with staff members and department heads on their needs for physical plant additions and changes.
2. Prepares reports and cost estimates on additional facilities and changes and repairs to existing buildings as required.
3. Provides maintenance and security personnel for existing buildings and those under construction.
4. Supervises the preparation of technical specifications and oversees the bidding procedures required by law.
5. Confers with state and local regulatory agencies.
6. Prepares budget and establishes record-keeping procedures.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of building construction methods and procedures.
2. Considerable knowledge of building material and equipment.
3. Knowledge of state and local laws and regulations pertaining to the construction of buildings for educational purposes.
4. Ability to establish and maintain effective working relationships with associates and subordinates.
5. Ability to set up and maintain records.
6. Ability to express oneself effectively, both orally and in writing.

MINIMUM QUALIFICATIONS**Training and Experience**

1. Bachelor's degree from a regionally accredited or New York State registered college or university with major coursework in architecture or engineering.
and
2. Five years of supervisory or administrative experience in building construction or in a related field.

NOTE: Experience, as outlined above, in excess of the five-year requirement may be substituted for college education on a year-for-year basis up to a maximum of four years.

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