

DIRECTOR OF FACILITIES, MAINTENANCE AND TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and supervisory position involving responsibility for planning, organizing and directing the maintenance, repair and alteration of a school district's buildings and grounds, as well as the school transportation department. Responsibilities include participation in complex maintenance activities, representing the district in planning and developing facilities and new construction, budget preparation and management, overseeing transportation as well as attending Board of Education and other required meetings or trainings. Work is performed in accordance with established policy under general supervision of the School Superintendent, with leeway permitted for the exercise of independent judgment. Supervision is exercised over building, custodial, maintenance, operations, and transportation staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Leads, organizes, manages, and may participate in all maintenance and custodial operations of the school district in compliance with all applicable laws, rules, regulations and Board of Education policies and procedures; Directs and supervises assigned staff in the safe and efficient maintenance and operation of the school buildings, grounds and transportation fleet; Participates in the selection, training and development of subordinate staff; Schedules inspections and completes reports for federal, state and local regulatory agencies to ensure compliance with codes, rules and regulations; Inspects and oversees painting, carpentry, plumbing, electrical, and other mechanical maintenance and construction work performed by private contractors, custodial or maintenance staff to ensure work is in compliance with contract specifications, as well as, applicable codes and regulations; Supervises the in-service training of custodial, maintenance, and if applicable, transportation employees; Develops, schedules and manages a preventive maintenance program designed to retain buildings, grounds, transportation and equipment in safe operating condition; Recommends weather and systems-related school closings and delays, as required; Makes periodic inspections of buildings and grounds, especially heating systems, water systems and all hazardous equipment; May monitor the public water system; Investigates, identifies and reports mechanical and structural deficiencies or damage and the need for repair or replacement to the Board of Education; Confers with the Board of Education on maintenance, repair, and operational needs; Participates with the Superintendent and Board of Education in the planning of new construction and major repair work; May work with construction managers, architects and engineers to implement and complete building projects; Inspects and prepares reports on the work of outside contractors and recommends acceptance or rejection; Represents the school superintendent and/or Board of Education in planning sessions with engineers and architects for proposed facility alterations, as assigned; Enforces staff compliance with requirements of applicable laws, rules, regulations and policies, and reports improper conduct of employees to the Superintendent; Manages preparation of maintenance and operation budgets and justifications; Recommends purchase of supplies, fuel, and parts for building and transportation operation and develops and directs the maintenance of the inventory control system; Maintains records of time and material expended, supplies, inventory and projections of workload; Manages, and when necessary, performs preventive maintenance and repairs on equipment, including plumbing, HVAC, and electrical systems; Performs inspections on and tests security systems, safety lighting, fire extinguishers, fire alarm systems, doors, and eyewash stations to ensure proper operation and compliance with applicable codes and regulations; Directs snow and ice control activities, tree and decorative planting and pruning and athletic field maintenance; Receives and acts to resolve complaints from district staff and/or the public regarding school property and/or school transportation issues; Attends training or meetings, such as the Board of Education meeting or other meetings as required; Performs a variety of related activities as required.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the laws, rules and regulations regarding school buildings, grounds and transportation; Thorough knowledge of safety regulations, procedures, security and precautions; Thorough knowledge of DMV, DOT and Department of Education policies, rules and regulations concerning school buses; Good knowledge of budgeting principles, practices and procedures; Good knowledge of construction drafting, blueprints and specifications; Working knowledge of the practice and techniques of one or more skilled trades; Ability to understand, inspect and remedy defects in the maintenance and operation of buildings and equipment; Ability to plan, organize, coordinate, train and supervise a staff having diverse skills in trades, grounds keeping, maintenance and transportation; Ability to maintain effective and efficient working relationships with construction managers, architects, engineers and subordinate staff; Ability to effectively inspect and evaluate work both completed and in progress; Ability to prepare, organize and maintain accurate records and files; Ability to communicate, understand

and execute oral and written directions; mechanical aptitude; high ethics and professionalism; dependability; Physical conditional commensurate with with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- a) Bachelors degree or higher in facilities management, engineering, engineering technology, building construction technology or a related field and three (3) years of experience in either general building construction or maintenance work in one or more of the skilled trades, such as carpentry, plumbing, or electrical, and three (3) years of supervisory experience; or
- b) Associates degree in facilities management, engineering, engineering technology, building construction technology or a related field and five (5) years of experience in either general building construction or maintenance work in one or more of the skilled trades, such as carpentry, plumbing, or electrical, and three (3) years of supervisory experience; or
- c) Graduation from high school or possession of a comparable diploma and eight (8) years of experience in either general building construction or maintenance work in one or more of the skilled trades, such as carpentry, plumbing, or electrical, and three (3) years of supervisory experience; or
- d) An equivalent combination of training and experience as indicated in a), b) and c) above.

NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license and certificates appropriate to the vehicles, equipment and/or machinery operated at time of appointment or during the course of employment consistent with the needs of the School District.

NOTE: Verifiable part-time experience may be prorated toward meeting full-time experience requirements.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Adopted: 10/31/18