

Jurisdictional Class: Competitive
EEO Category: Officials & Administrators
Adopted: 01/15/2024

DIRECTOR OF BUILDING MAINTENANCE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for directing the planning, organizing, directing and operating of the custodial and maintenance activities of buildings and grounds. A major responsibility is for the coordination of maintenance and construction activities in widely separated geographic areas, and for liaison between engineering and office personnel and the field crews. Supervision is exercised over many employees through subordinate supervisors, and work is reviewed through observation or through oral and written reports. The work is performed under the general supervision of the Deputy Commissioner of Buildings and Grounds. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Coordinates and supervises the activities of county buildings and grounds personnel and the use of materials and equipment in the maintenance of county buildings and grounds;

Determines and schedules maintenance needs for various building maintenance and reconstruction projects;

Assists in planning maintenance schedules and work loads;

Coordinates the use and distribution of equipment between the various maintenance projects and sites;

Prepares and administers maintenance and operation budget;

Develop standard operating procedures for Building Management Systems and Work Order programs throughout the County;

Oversees and participates in new building construction work;

Supervises and participates in the preparation and maintenance of activities, costs and progress reports and records;

Reports to and confers with the Deputy Commissioner of Buildings and Grounds regarding equipment necessary for construction and maintenance projects;

Meets with the public and County employees and answers complaints regarding building operations;

Operates various types of construction and maintenance equipment as needed.

May assist in the review of new construction plans and specifications to eliminate potential built-in hazards;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of current building cleaning and maintenance practices; Thorough knowledge of construction disciplines, skills and techniques; skill as a general building mechanic; ability to inspect the work of building trades-workers, including HVAC systems; ability to develop and manage an operating budget; ability to plan, assign, and supervise the work of custodians, trades-workers and other building maintenance employees; ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts; ability to express oneself clearly and concisely, both orally and in writing; ability to respond to emergency situations in a sound, quick manner; mechanical aptitude; industry; dependability.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Bachelor's degree in construction, engineering technology, or a closely related field **AND** six (6) years of experience in building construction or one of the standard trades, one (1) year of which shall have been in a supervisory capacity; **OR**
- (B) Possession of an Associate's degree in construction, engineering technology, or a closely related field **AND** eight (8) years of experience in building construction or one of the standard trades, one (1) year of which shall have been in a supervisory capacity; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** ten (10) years of experience in building construction or one of the standard trades, two (2) year of which shall have been in a supervisory capacity.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

NOTE: Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay

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