

DIRECTOR OF SCHOOL FACILITIES,
OPERATIONS, MAINTENANCE AND TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level administrator, an incumbent of this position has the responsibility for overseeing the safe and efficient operation of the school district transportation system. The incumbent also plans, organizes, and directs the custodial, maintenance, repair and groundskeeping activities in a school district. The administrative responsibilities of the position are broad in scope and encompass a wide range of departmental activities. The work is performed in accordance with federal, state and local laws and regulations and school district policies. The Director inspects worksites and school district properties on a routine basis, provides oversight to new construction and renovation projects in the school district and has charge of the operation of the transportation operation. Work is performed under the general direction and review of the school district's central administration. The incumbent has leeway for the use of independent judgment in carrying out the details of the work. Supervision is exercised over the work of all transportation, custodial, building maintenance and groundskeeping staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees the establishment of transportation routes and schedules;

Oversees the service, maintenance and repair of all school district vehicles and insures that vehicles meet all accepted safety standards and requirements;

Reviews periodic reports which include routine information on mileage usage, bus utilization and repair and maintenance costs;

Plans, schedules and assigns employees to various transportation, cleaning, maintenance, renovation and building safety tasks;

Prepares the annual operating budget and monitors revenues and expenditures;

Interviews, recommends for hire, evaluates and disciplines departmental employees;

Plans, coordinates and conducts periodic inspections of all facilities required by local, state or federal law such as fire inspections, asbestos inspections, insurance safety inspections as well as annual visual inspections of all school facilities as required by New York State Education Commissioner's Regulations to ensure compliance with applicable codes and standards;

Makes determinations about scope of maintenance activities and decides which can be accomplished by in-house maintenance staff and which are to be contracted out;

Monitors all phases of capital construction projects in conjunction with architect or construction manager and acts as liaison between the School District and contractors, or construction managers engaged in providing services to School District properties;

EXAMPLES OF WORK (Illustrative Only) (Cont)

Responds to inquiries from employees, department heads and the public regarding school district buildings and grounds activities;

Inspects work performed by custodial or maintenance employees or private contractors to insure proper cleaning, maintenance, repair and groundskeeping procedures are being followed, checks for safety and health hazards, and makes recommendations for correction and improvements;

Confers with building maintenance and groundskeeping staff regarding the care and maintenance of athletic fields, playgrounds, lawns, walks, trees, shrubs and grounds;

Inspects and supervises the maintenance of boilers and related heating and ventilating system equipment;

Assists the school district administration in the preparation of bid specifications, review of bids and by making recommendations on bids concerning capital and/or maintenance projects;

Conducts or coordinates the in-service training of custodial, maintenance and transportation employees;

Maintains records and prepares reports related to transportation, building operations and maintenance;

Purchases fuel oil, gasoline, electricity and other utilities used in the operation of school district buildings;

Uses computer applications such as spreadsheet, word processing, email, calendar and database applications in the performance of the job;

May be responsible for school building security or electronic surveillance system and for issuing identification cards to school district employees, contractors, etc;

May be required to attend Board of Education meetings and address the Board regarding school facilities maintenance and operations activities.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern management principles and practices; thorough knowledge of school transportation management, including regulations of the Commissioners of Education and Motor Vehicles; good knowledge of the methods and techniques used in automotive maintenance and repair; good knowledge of modern school district buildings and grounds maintenance and operations practices; good knowledge of applicable codes, laws, rules and regulations governing school district facilities and construction; good knowledge of the operation and maintenance of heating and ventilation equipment; good knowledge of safety regulations, procedures and security in the workplace and public buildings; ability to plan, direct and supervise a program of buildings and grounds maintenance; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; ability to read and interpret plans, drawings, and blueprints; ability to establish and maintain effective working relationships with staff, public and others;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES (Cont)

ability to use computer applications such as spreadsheet, word processing, calendar, email and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; good judgement; dependability; tact; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:: Graduation from high school or possession of a high school equivalency diploma and: (a) Bachelor's Degree in Civil, Electrical or Mechanical Engineering or closely related field and four (4) years of work experience where the primary function involved building maintenance and operations, two (2) of which must have been in a supervisory capacity; or (b) Associate's Degree in Construction, Building or Mechanical Technology or closely related field and six (6) years of the specified experience as stated in (a) above, two (2) of which must have been in a supervisory capacity; or (c) eight (8) years of the specified experience as stated in (a) above, two of which must have been in a supervisory capacity; or (d) a satisfactory equivalent combination of the foregoing training and experience.

SUBSTITUTION: One year of experience where the primary function involved the coordination of transportation activities may be substituted for one year of the specified experience as stated in (a) above. There is no substitution for the two (2) years of supervisory experience. .

Or:

One year of capital construction experience, such as Clerk of the Works, Building Inspector, Assistant Building Inspector, etc., may be substituted for one year of the specified experience as stated in (a) above. There is no substitution for the two (2) years of supervisory experience.

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.