

DEPUTY COMMISSIONER OF PUBLIC WORKS (BUILDINGS AND GROUNDS)

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class has responsible charge of buildings and grounds operations, and cleaning and maintenance activities of all Oneida County buildings. The work is performed under the general direction of the Commissioner of Public Works, with independent judgement in planning and carrying out details of the work. The employee participates in decision-making regarding construction, alteration and maintenance of County buildings and has responsibility for directing and coordinating the work of a large maintenance staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assigns supervisory staff and employees to various maintenance and cleaning tasks, and establishes schedules of work;
Inspects painting, carpentry, plumbing, electrical and other mechanical maintenance and construction work performed by custodial or maintenance employees, or private contractors;
Prepares tentative budget estimates for custodial and maintenance activities;
Supervises maintenance of boilers, and heating and ventilating equipment;
Keeps records and prepares reports on buildings and grounds maintenance;
Orders and accounts for parts and supplies for custodial and maintenance activities;
Prepares annual divisional budget;
Supervises work of immediate office staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of modern large-scale buildings and grounds operation and maintenance practices; good know-ledge of the operation and maintenance of heating and ventilating equipment; good knowledge of the tools, terminology and practices of one or more of the mechanical or building trades; ability to inspect the work of building tradespersons; ability to plan and supervise building and grounds maintenance activities; mechanical aptitude; dependability; initiative.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in electrical, mechanical engineering or a closely related field, **AND** four (4) years of specialized experience in large-scale building maintenance activities; two (2) years of which shall have involved supervisory responsibilities; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma, **AND** six (6) years of experience, as described in (A) above; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.