

Civil Division: Whitesboro Central School District  
Jurisdictional Class: Competitive  
EEO Category: Professional  
Adopted: 10/07/08

## **DIRECTOR OF FACILITIES MANAGEMENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative, supervisory position responsible for all aspects of managing the District's facilities. The incumbent exercises oversight for all District facilities, including the district's construction projects, buildings, grounds, vehicular operation and maintenance, and maintenance programs. The incumbent has leeway, subject to administrative approval, in exercising individual judgment in planning, initiating, and directing projects and activities. The incumbent reports to and works under the administrative direction of the Superintendent of Schools or his/her designee. Supervision is exercised over the work of professional, sub-professional, maintenance, clerical and other employees. The incumbent performs related work as necessary.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Prepares departmental budget and confers with the District Superintendent and Assistant Superintendent for Business in formulating the District's building and grounds construction, improvement and maintenance programs to include new construction, building maintenance and capital programs;

Furnishes technical advice to the District Superintendent, the Board of Education, district and building administrators;

Supervises building and grounds projects, and cooperates with engineers and contractors in the design and construction of such projects;

Plans and directs, through subordinate personnel, the maintenance of district buildings and recreational facilities;

Follows up on District operations and activities through periodic reports from subordinates and through inspections;

Plans and sets, with district and building administrators, as well as department supervisors, the activities of staff, as well as sets standards of performance;

Directs subordinates in charge of various phases and operations of departments, and gives specific orders and discusses work progress;

Coordinates and supervises the development of plans and specifications for the purchase and procurement of all building and maintenance supplies, materials and equipment to be used in the district;

Oversees the District's energy management system and software;

Works directly with the Assistant Superintendent of Business in the management of the District's buildings and grounds security programs;

Establishes departmental procedures;

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### **TYPICAL WORK ACTIVITIES:** (continued)

Solicits grants and other federal and state financial aid programs and opportunities as may be available to the District;

Oversees educational and training programs for District personnel and employees, as well as for the public;

Meets with the District Superintendent, the Board of Education, district and building administrators, employees, the public, engineers and contractors, as appropriate, regarding matters relating to the department.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of modern principles and practices of construction, HVAC operations and maintenance, state electrical code, state building codes and regulations, state environmental codes and regulations, building operations and maintenance, grounds and athletic facility development and maintenance, diverse public works activities as they relate to school buildings and facilities; thorough knowledge of the laws and regulations relating to District activities; demonstrated ability to direct and supervise facility construction, management and development activities on a broad and diverse scale, and in a coordinated manner; ability to establish and maintain effective working relationships with district and building administrators, subordinates, federal, state and local officials and agencies, as well as the public; initiative and resourcefulness in handling general facility operation and maintenance work problems; professional leadership abilities and judgment.

### **MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Engineering, Architecture, Construction Management or Engineering Technology, or a closely related field of study, **AND** six (6) years of experience in building construction, building maintenance, or in any related building trade, **AND** three (3) years of progressive supervisory experience.

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