

FACILITY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for managing and directing the operations and maintenance activities of a Broome County facility. These activities include the construction, repair and maintenance of the buildings and grounds as well as the heating, ventilation, air conditioning, plumbing and lighting at the facility. The work is performed under the general supervision of the Deputy Commissioner of Public Works - Buildings & Grounds, with leeway allowed for the use of independent judgment in accordance with established policies and procedures. Supervision is exercised over maintenance and custodial employees assigned to the facility. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs and supervises assigned staff in the safe and efficient operations and maintenance of a Broome County facility;

Participates in the selection, training, development and evaluation of subordinate staff;

Develops, schedules and manages the preventive maintenance program designed to retain buildings, grounds and equipment in proper operating condition;

Makes routine inspections of buildings and grounds, thus ensuring the safe, efficient and economical operation of the facility;

Makes recommendations to administrators on maintenance, construction and repair needs;

Participates in the planning of major repair and new construction work;

Prepares preliminary plans, specifications and cost estimates of maintenance, repair and construction projects;

Inspects the work of outside contractors and recommends acceptance or rejection;

Establishes, schedules and maintains environmental health and safety programs;

Ensures compliance of environmental issues as well as waste disposal;

Schedules staff to assure adequate coverage for both regular and special event activities;

Ensures that subordinate staff conforms to requirements of law, policies, procedures and safety regulations regarding the facility;

Assists in the preparation and justifications of the operations and maintenance budget;

Maintains records of time and material expended, as well as supply inventory and workload projection;
Directs snow and ice control as well as decorative planting and pruning activities;
Responds to emergencies and organizes staff as necessary;
Receives and acts on citizen complaints regarding the facility.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of operations and maintenance activities in a large facility;
Thorough knowledge of heating, ventilation and air conditioning operation and maintenance as well as the associated safety precautions;
Thorough knowledge of the principles and practices of coordinating maintenance and custodial staff;
Thorough knowledge of construction drafting, blueprints and specifications;
Ability to understand, inspect and remedy defects in the operations and maintenance of buildings and equipment;
Ability to plan, organize, coordinate, train and supervise a staff having diverse skills such as heating, air conditioning, plumbing, electrical, carpentry, painting and grounds maintenance;
Ability to prepare preliminary budgets and repair/construction estimates;
Ability to apply critical attitude in the inspection and evaluation of work completed and in progress;
Ability to establish and maintain efficient working relationships among subordinates;
Ability to operate a personal computer to both record and analyze data related to facility operations and maintenance;
Ability to communicate effectively both orally and in writing;
Ability to speak in public;
Mechanical aptitude;
Dependability;
Physical condition commensurate with the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with an Bachelor's Degree or higher in engineering, business administration or related field and three years of supervisory experience in facilities maintenance and/or construction; OR

- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in engineering, business administration or related field and five years of experience in facilities maintenance and/or construction, three of which must have been in a supervisory capacity; OR
- C) Graduation from high school or possession of an equivalency diploma and eight years of experience in facilities maintenance and/or construction, three of which must have been in a supervisory capacity; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) or C) above.

R811 1/30/12

COMPETITIVE