

DEPARTMENT: LEWISTON-PORTER CENTRAL SCHOOL
CLASSIFICATION: COMPETITIVE
APPROVED: 12/22/86

ASSISTANT SUPERVISOR OF SCHOOL FACILITIES AND OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: Assists a school administrator who has charge of maintenance and operations activities. This is a supervisory position involving responsibility for management and participation in the operation of heating, ventilation, air conditioning, lighting and maintenance of school system buildings and grounds. This position may also involve responsibility for budget preparation and purchasing. Work is performed in accordance with established policy, under general supervision of the school administrator with leeway permitted for the exercise of independent judgment. Supervision is exercised over custodian and other assigned staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Directs, supervises, and participates with assigned staff in the safe and efficient maintenance and operation of school system buildings and grounds;
2. Participates in the selection, training and development of subordinate staff;
3. Develops, schedules, and manages a preventive maintenance program designed to retain buildings, grounds, and equipment in safe operating condition;
4. Confers directly with school administrator on maintenance, repair, and operational needs, problems, complaints, employee schedules for work and duties, etc.
5. Makes periodic inspections of buildings and grounds, especially heating plants and special hazard equipment;
6. Participates with other management personnel in the planning of new construction and major repair work when assigned by school administrator.
7. Ensures that subordinate staff conform to requirements of law and policies of the school system and reports improper conduct of employees to school administrator;
8. Identifies and reports mechanical and structural deficiencies and the need for repair or replacement to school administrator;
9. Investigates complaints and takes appropriate action to reduce repetition;
10. Inspects and prepares reports on the work of outside contractors and recommends acceptance or rejection;
11. Schedules assigned staff to assure adequate coverage for regular and special school activities;
12. Investigates and reports on damage to buildings with recommendations for repair and prevention;
13. Prepares preliminary plans, specifications and cost estimates of assigned repair and alteration projects;
14. Prepares maintenance and operation budgets and justifications;
15. Maintains records of time and material expended, supplied inventory and projections of workload;
16. Directs snow and ice control activities, tree and decorative planting and pruning, athletic field and swimming pool maintenance;
17. Responds to emergencies and organizes staff cope with indicates needs;
18. Receives and acts on citizen complaints regarding school property.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of building maintenance and operations activities in a single or multiple structure system; good knowledge of heating plant and air conditioning operations and safety precautions; good knowledge of the principles and practices of coordinating maintenance and custodial staff and materials; good knowledge of building maintenance trades and operations; ability to understand, inspect, and remedy defects in the maintenance and operation of buildings and equipment; ability to maintain efficiency and harmony in working relationships among subordinates; ability to apply critical attitude in the inspection and evaluation of work completed and in progress; ability to communicate, understand and execute oral and written directions; ability to prepare preliminary budget and renovation estimates; mechanical aptitude; dependability. Physical condition commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL: Two (2) years of permanent non-competitive status as a General Repair Person.

CONTINUED

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OPEN COMPETITIVE: Graduation from high school or possession of a New York State Equivalency diploma.

AND:

1. Graduation from a regionally accredited or New York State registered college or university with a two (2) year Associate Degree in Engineering Technology or a related field and one (1) year of full-time paid experience in a supervisory capacity over custodial and maintenance personnel;

OR:

2. Four (4) years of building maintenance experience of which one (1) year shall have been full-time paid experience in a supervisory capacity over custodial and maintenance personnel.