



MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

ANTICIPATED - JOB POSTING

POSTING DATE: November 11, 2022

POSITION: Director of Facilities 1

HOURS: 8 hours daily

SALARY: \$80,000 per year

CLASSIFICATION REQUIREMENTS:

- Appointment to this position will be made on a Provisional basis pending qualification in the New York State Department of Civil Service examination for this title, to be held on **January 28, 2023**. Applications are being accepted at this time for the State examination.
- A Probationary appointment will be made from the Eligible List created from the 1/28/23 examination.
- NYSED Fingerprint Clearance
- Full job description, with **Minimum Qualifications**, attached.

GENERAL JOB DESCRIPTION:

- Directs, supervises and participates with assigned staff in the safe and efficient maintenance and operation of school system buildings and grounds;
- Participates in the selection, training and development of subordinate staff;
- Schedules assigned staff to ensure adequate coverage for regular and special school activities;
- Develops, schedules and manages a preventive maintenance program designed to retain buildings, grounds and equipment in safe operating condition;
- Confers with school administrators on maintenance, repair and operational needs;
- Participates with other management personnel in the planning of new construction and major repair work;
- Identifies and reports mechanical and structural deficiencies and the need for repair or replacement to superior;
- Investigates complaints and takes appropriate action to reduce repetition;
- Inspects and prepares reports on the work of outside contractors and recommends acceptance or rejection;
- Prepares preliminary plans, specifications and cost estimates of assigned repair and alteration projects;
- Prepares maintenance and operations budgets and justifications;
- Collaborates with appropriate personnel to promote the health and safety of students and staff;
- Responds to emergencies and organizes staff to cope with indicated needs; and
- Performs other duties as assigned.

APPLICATION PROCEDURE:

Complete a Phelps Clifton Springs CSD application via the [Job Board](#) **And:**

You must apply for both the New York State open-competitive examination and to this job posting. You MUST take the corresponding statewide examination for the title listed above and for which you meet the minimum qualifications. Information on how to apply for the statewide open-competitive examinations can be found at: www.cs.ny.gov.

Even though you must apply for both the statewide open-competitive examination and promotion examinations, you only have to take one examination which will be used to establish both the statewide open-competitive and the promotional eligible list for that title.

APPLICATION DEADLINE:

November 28, 2022 @ the Phelps-Clifton Springs Central School District [Job Board](#) **AND**
December 14, 2022 @ www.cs.ny.gov

The Phelps-Clifton Springs Central School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions; and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Michele Robinette, compliance officer/coordinator, at mrobinette@midlakes.org. Mrs. Robinette can also be reached at 315-548-6475 or via mail at the District Office: 1495 State Route 488, Clifton Springs, New York, 14432. Inquiries concerning the application of the Phelps-Clifton Springs Central School District non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).

DIRECTOR OF FACILITIES I

DISTINGUISHING FEATURES OF THE CLASS: A Director of Facilities I is responsible for ensuring that building and grounds maintenance, repair and cleaning related tasks and activities in a single or multi-building school district are performed. The incumbent is typically responsible for supervision of a unit and may also work alongside lower-level employees in carrying out and overseeing work details. The incumbent also performs manual labor and operates equipment related to the work. The work is performed according to established policies and procedures and in accordance with applicable State, local, and federal laws, rules and regulations which apply to school district facility operations and maintenance. The work may occur indoors or outdoors, possibly under adverse working conditions. The incumbent typically reports to a school business administrator or district superintendent. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises staff responsible for the daily and long-term preventive maintenance and repair of school buildings and grounds, which may include replacing locks, painting, carpeting/floor tile/window/drywall replacement and/or repair;
- Directs, assigns and evaluates the work of subordinate personnel and performs on- the-job training of custodial, maintenance and transportation staff as needed;
- Monitors a preventive maintenance program designed to retain buildings, grounds and equipment in a safe operating condition;
- Creates and maintains basic records and reports relative to the work performed and schedules repairs when necessary;
- Discusses maintenance, repair and operational needs with school administrators and makes recommendations to renovate or repair facilities;
- Performs basic preventive maintenance and/or repairs equipment, including plumbing and heating systems;
- Performs minor electrical repairs, including replacement of electrical outlets;
- Troubleshoots problems with equipment, including HVAC and electrical systems and when a non-routine issue is found, may contact contractor to perform repairs;
- Performs visual inspections of painting, carpentry, plumbing, electrical, and other mechanical maintenance and construction work performed by private contractors, custodial, or maintenance employees to ensure work is conducted and completed in a satisfactory manner;
- Monitors expenses to ensure budgetary limits as established by the School Board are not exceeded;
- Tracks inventory and when necessary, orders cleaning supplies, fuel and parts for equipment and buildings;
- Responsible for mowing grass, hedge trimming, maintenance of playgrounds, parking areas and other school grounds, including athletic fields;

DIRECTOR OF FACILITIES I

TYPICAL WORK ACTIVITIES: (Continued)

- Removes snow and ice from sidewalks and roadways;
- Loads and unloads materials and supplies and records goods received and shipped;
- Ensures the cleanliness of classrooms, hallways, bathrooms, cafeterias and offices;
- Uses a variety of tools and operates a variety of motor and other equipment related to building and grounds maintenance and repair including snow blowers, lawn mowers, tractors, plow trucks, pick-up trucks, hedge trimmers, chainsaws, drills, reciprocating saws, screwdrivers, wrenches, pliers, hammers and plungers;
- Swimming pool maintenance, if applicable, limited to maintaining pool's cleanliness and the addition of chemicals to ensure a safe swimming environment for students/public;
- May have contact with the public, school principals, administrators and teachers;
- May be required to drive buses.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern buildings and grounds maintenance and repair practices and procedures;
- Good knowledge of construction methods and technologies;
- Good knowledge of safety precautions and practices associated with modern buildings and grounds maintenance and repair work;
- Good knowledge of the principles and practices of supervision;
- Working knowledge of energy conservation concepts;
- Working knowledge of the operation of energy management software systems;
- Ability to plan and schedule work, including determining staff, equipment, and supplies needed;
- Ability to train and supervise subordinates;
- Ability to manage unexpected issues or delays;
- Ability to communicate clearly, orally and in writing;
- Ability to interpret contracts and technical drawings;
- Ability to create, organize and maintain accurate records and files
- Ability to effectively, efficiently and safely use tools and operate equipment related to building and grounds maintenance and repair;
- Ability to visually inspect the work of building tradespersons and contractors;
- Ability to monitor budgets to ensure expenditures are within authorized budgetary limits;
- Ability to understand and follow written and verbal instructions;
- Mechanical aptitude; and
- Willingness to work under adverse weather conditions

DIRECTOR OF FACILITIES I

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one of the following:

- (A) An Associate or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology or Architectural Technology and two years of experience in school facilities maintenance, general building construction, building maintenance or repair work, or construction management, one year of which shall have involved the *supervision of employees**; or
- (B) Four years of experience in school facilities maintenance, general building construction, or building maintenance or repair work, or construction management, one year of which must have involved the *supervision of employees**; or
- (C) An equivalent combination of education and experience as defined in (A) and (B) above.

NOTE: Verifiable part-time experience may be prorated toward meeting full-time experience requirements.

*Supervision of employees is defined as responsible direction and control of subordinate employees. This involves a responsibility for planning for individuals in a work group and includes but is not limited to, assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

NON-QUALIFYING EXPERIENCE:

- Experience limited to building cleaning is not qualifying. Building cleaning is defined as activities primarily involving a variety of inside and outside building cleaning activities including, but not limited to, washing walls and windows, polishing floors, cleaning restrooms, disposing of refuse.
- A degree in landscape architecture shall not be qualifying.
- Construction Management: includes management of a building construction project from inception to completion including cost estimating, construction planning/scheduling and construction inspection to ensure compliance with building codes. Construction project management experience which did not include the minimum amount of experience in supervision of employees is not qualifying.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license and certificates appropriate to the vehicles, equipment and/or machinery operated at time of appointment or during the course of employment consistent with the needs of the School District.

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.