

**Wayne-Finger Lakes BOCES – Vacancy**

Salary range: \$75,000-\$85,000/yr.

Under the NY HELPS Program, the Civil Service Exam for this title has been waived. For additional information regarding the NY HELPS Program, please visit: <https://www.cs.ny.gov/help/faq.cfm>

**ASSISTANT DIRECTOR OF FACILITIES I**

**MINIMUM QUALIFICATIONS:** EITHER;

1. Possession of an Associate's Degree, or higher, in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology AND one (1) year of full-time, paid experience, or its part-time equivalent, in school facilities maintenance, general building construction, building maintenance or repair work in more than one of the skilled trades\*; OR
2. Graduation from high school or possession of a high school equivalency diploma AND three (3) years of full-time, paid experience, or its part-time equivalent, as described in (1) above; OR
3. An equivalent combination of education and experience as defined by (1) and (2) above.

\* Skilled trades include journey level experience as a carpenter, electrician, mason, plumber and/or heating, ventilating and air conditioning installers.

**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.

**SPECIAL NOTE: EDUCATION:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves coordination and performance of a variety of tasks in the cleaning, daily operations, maintenance and repairs of buildings and grounds. Responsibilities may include supervision of school facilities after school hours and on weekends. Work is performed under the direct supervision of a Director of Facilities I, School Business Administrator or School Superintendent. Supervision is exercised over subordinate staff. Performs related work as required.

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

Under the direction of a school administrator schedules and assigns cleaning and maintenance work;

Under the direction of a school administrator performs and/or coordinates minor maintenance and repair work regarding electrical systems, plumbing systems, painting, furniture and fixtures, routine cleaning, files/records storage, retrieval and relocation, and related activities;

Inspects buildings, grounds and equipment for cleanliness and safety;

Coordinates and performs the removal of snow and ice and the sanding of icy sidewalks;

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ASSISTANT DIRECTOR OF FACILITIES I

TYPICAL WORK ACTIVITIES: (Continued)

Orders and receives maintenance and grounds supplies;  
Coordinates and performs the layout of sporting fields, maintenance of sports fields; sodding, dressing, rototilling, etc.;  
Coordinates and performs the cleaning of ditches, basins and culverts;  
Coordinates and performs the maintenance of parking lots and walkways;  
Coordinates and performs tree removal, trimming and brush cutting activities;  
Drives district vehicles for various purposes, including plowing;  
May transport students by bus or car;  
May assist in the preparation of bid packages, Request for Professional Services, and other bid documents to contract with skilled contractors who provide electrical, plumbing, HVAC, masonry, carpentry or mechanical systems repair/service;  
Assists with facilitating and review of purchasing and maintenance contracts with suppliers, skilled contractors and service providers;  
May inspect the work of outside contractors, and maintains records relative to such work;  
Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of general maintenance, groundskeeping and equipment repair practices and procedures; working knowledge of the operation of heating and ventilation systems; working knowledge of materials, practices, tools, terminology and safety precautions required for the maintenance of buildings and building equipment; working knowledge of electrical and plumbing maintenance and minor repair; ability to lead a team in the completion of assigned tasks; ability to read building plans and specifications; ability to understand and carry out oral and written directions; sound judgment; mechanical aptitude; willingness to work in adverse weather conditions; physical condition commensurate with the demands of the position.

ADOPTED: JUNE 24, 2015

REVISED: AUGUST 18, 2023

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES