

## **ASSISTANT DIRECTOR OF SCHOOL FACILITIES AND OPERATIONS**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an important position serving as assistant to the Director of School Facilities and Operations of a large school district with responsibility for the safe, efficient and economical operation, maintenance, repair and remodeling of the physical plant and property. Work is performed in accordance with general policies outlined by the Director of School Facilities and Operations, with some leeway permitted for the use of independent judgment in planning and carrying out the technical phases of the work. Supervision is exercised over maintenance, custodial and grounds personnel.

### **TYPICAL WORK ACTIVITIES:**

1. With the Director of School Facilities and Operations assigns employees to various cleaning and maintenance tasks, and schedules assigned staff to ensure coverage of regular and special school activities;
2. Assists in coordinating a preventive maintenance program designed to maintain and clean buildings and grounds in a safe and proper operating condition;
3. Inspects painting, carpentry, plumbing, electrical and other mechanical maintenance and construction work performed by private contractors or custodial or maintenance employees;
4. Inspects and assists in supervising the maintenance of boilers and heating systems;
5. Helps prepare tentative budget estimates for custodial and maintenance activities;
6. Helps to draft specifications and plans for repairs and alterations to buildings and equipment;
7. Keeps records and makes reports of building maintenance;
8. Assists in making survey of conditions of all schools, checking against program of repair and maintenance, breaking down material and labor costs as they relate to the work necessary to be done;
9. Assists in checking schools as to cleanliness, methods, materials, equipment and schedules;
10. Carries out the training and development of subordinate staff;
11. May assist in the coordination of the maintenance of district vehicles and is responsible for their assignments;
12. Directs snow removal and ice control activities;
13. Does related work as required.

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

Thorough knowledge of the principles and practices of large scale buildings and grounds maintenance; skill as a general mechanic; ability to inspect the work of building tradesman; ability to plan and supervise the work of others; mechanical aptitude; dependability; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of high school equivalency diploma and three years of experience in general building maintenance or building trades work, one year of which shall have been in a supervisory capacity.

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