

TOWN BUILDINGS ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative and supervisory position with dual responsibility in the Town. This position serves as administrator for all buildings in the town and is responsible for the maintenance and renovation of the town buildings. This person works with outside contractors for both on-going maintenance and new renovation projects. Supervision is exercised over the maintenance staff employees. Work is performed under the general supervision of the Building Inspector.

TYPICAL WORK ACTIVITIES:

1. Develops, schedules and manages a preventive maintenance program designed to maintain buildings in safe and proper operating condition;
2. Responds to complaints regarding building conditions concerning heating/cooling system, security system, telephone system, etc. and takes appropriate action to correct problem;
3. Oversees work done by contract agencies for cleaning, maintenance, etc.;
4. Develops technical bid specifications for major renovation work and assists Town administrators in bidding process as necessary;
5. Inspects work done by outside contractors, reviews proposed expenditures and authorizes payment;
6. Supervises the work of assigned personnel, including maintenance personnel;
7. Prepares special reports as needed, requests for proposal, bid specifications and budget justifications;
8. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices, and terminology of all phases of building renovation and maintenance; good knowledge of the building trades; good knowledge of budgeting; working knowledge of the requirements of the Uniform Fire Prevention and Building Code, plumbing code, and zoning ordinances; working knowledge of the New York State Multiple Residence Law; ability to establish and maintain cooperative relationships with other public officials, outside contractors and the general public; ability to read and interpret plans and specifications; ability to communicate effectively; ability to prepare written reports and maintain records; ability to learn and utilize a variety of software packages; ability to supervise the work of others; ability to be firm but courteous; tact; good judgement; physical condition commensurate with the demands of the position.

TOWN BUILDINGS ADMINISTRATOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in engineering, architecture, or building science PLUS two years of supervisory experience in the construction, renovation, or inspection of buildings, which shall have included reading blueprints and developing technical specifications;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and six (6) years of work experience as described above including two years of supervisory experience;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

CE1103

ADOPTED: 12/10/96

REVISED: 04/15/99