

DEPARTMENT: BUILDINGS AND GROUNDS
CLASSIFICATION: COMPETITIVE
APPROVED: MARCH 12, 2015

FLSA Status: Exempt/Administrative

DIRECTOR OF BUILDINGS AND GROUNDS

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position responsible for the efficient and economical operation, maintenance, repair and construction of the Niagara County government facilities, equipment, and property. The incumbent directs the work of the Department of Buildings and Grounds which is responsible for the operation, maintenance, and improvement of all Niagara County government buildings, grounds, mechanical equipment, and facilities, including parks, athletic fields, marinas, the golf course and playgrounds and ensures that all work is done in accordance with established codes, rules, regulations, and laws. Work is performed in accordance with general policies outlined by the administration with wide leeway permitted for the use of independent judgment in planning and carrying out the technical phases of the work. The incumbent receives general direction from the County Manager. General supervision is exercised over a large staff of custodial, grounds, and maintenance personnel. The incumbent has the authority to appoint and remove officers and employees in the department. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Exercises administrative direction and supervision over the operations, maintenance, and repair of facilities and equipment and personnel involved in the buildings, grounds, and parks divisions;
2. Establishes a preventive maintenance program and develops policies and procedures to ensure that it is followed to ensure that buildings, grounds, parks, facilities and equipment are maintained in a safe operating condition;
3. Directs, assigns, trains and evaluates the work of subordinate supervisors and personnel;
4. Assists in the formulation of policies and procedures related to buildings, grounds, facilities, and equipment maintenance;
5. Creates and maintains records and reports relative to operations and the programs supervised including inventory and cost analysis;
6. Ensures that inspections and reports are completed for federal, state and local regulatory agencies to ensure compliance with codes, rules, and regulations;
7. Directs the maintenance and operating procedures required to operate an energy efficient HVAC system;
8. Ensures that preventive maintenance is performed and meets regularly with subordinates to discuss repairs on equipment, including plumbing, HVAC, and electrical systems;
9. Inspects painting, carpentry, plumbing, electrical and other mechanical maintenance and construction work performed by custodial and maintenance employees or private contractors to ensure work is in compliance with contract specifications, as well as, applicable codes and regulations;
10. Inspects buildings, facilities, and equipment periodically to determine maintenance needs;
11. Directs the operation of building services, such as elevators, fire extinguishers, power generators, and security services and ensures that inspections are performed and tests of security systems, safety lighting, fire extinguishers, fire alarm system, doors, and eyewash stations are completed to ensure proper operation and compliance with applicable codes and regulations;
12. Monitors the work of contractors doing work in connection with maintenance and improvement of buildings, facilities, and equipment;
13. Administers the County facilities energy demand response program;
14. Oversees the work relief program and directs the maintenance and repairs activities of program participants;
15. Orders and accounts for parts and supplies for custodial and maintenance activities;
16. Appoints, transfers, promotes, and takes disciplinary action for departmental personnel;
17. Prepares operational and capital budget recommendations for all items pertaining to buildings, grounds, and parks operation and maintenance;
18. Prepares operational and capital estimates, specifications, and plans for repairs and alterations to buildings, parks, and equipment;
19. Acts as liaison with the landlords for any County leased buildings and facilities;
20. Acts as liaison with groups utilizing County parks for special events, organized sporting leagues, and with the concessionaire for the golf course restaurant;
21. Collaborates with other County departments to resolve administrative and operational matters;
22. Attends meetings as required to address issues specific to buildings, grounds, and parks.

CONTINUED

DIRECTOR OF BUILDINGS AND GROUNDS CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of applicable codes, laws, rules and regulations governing buildings, grounds, and parks administration; thorough knowledge of safety regulations, procedures and security in the workplace and public buildings; thorough knowledge of the principles and practices of administrative supervision; thorough knowledge of steam boilers and centralized HVAC systems; good knowledge of energy conservation methods and procedures for large buildings including boiler efficiency adjustments, thermostatic control systems, and lighting energy modifications; good knowledge of budgeting principles, practices and procedures; working knowledge of buildings, grounds, parks, and equipment maintenance and repair practices and procedures; working knowledge of safety precautions and practices associated with buildings and grounds maintenance and repair work; working knowledge of the practices and techniques of one or more of the skilled trades; ability to plan, direct and supervise a program of buildings, grounds, and parks maintenance; ability to organize, prepare and maintain accurate records and files; ability to inspect the work of building tradespersons and contractors to ensure compliance with contract specifications, as well as, applicable codes and regulations; ability to develop or obtain cost estimates for building alterations and repairs; ability to understand, interpret, and follow instructions, plans, diagrams, specifications and blueprints; ability to understand and follow written and verbal instructions; ability to establish, interpret and carry out oral and written policy; ability to prepare budgets, operating reports and a variety of other reports relative to program activities; ability to communicate effectively both orally and in writing; organizational, technical and administrative aptitude; willingness to respond to emergency situations; physical condition commensurate with the demands of the position.

OPEN-COMPETITIVE:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Engineering, Engineering Technology, Building Construction Technology, or a closely related field and four (4) years of full-time paid satisfactory experience in the construction, operation and/or maintenance of buildings, including experience in estimating construction and building service costs, directing installation or operation of mechanical equipment such as heating, air conditioning, power and light, etc. and three (3) years of supervisory experience over at least twenty (20) building operations staff; **OR**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Engineering, Engineering Technology, Building Construction Technology, or a closely related field and five (5) years of full-time paid satisfactory experience in the construction, operation and/or maintenance of buildings, including experience in estimating construction and building service costs, directing installation or operation of mechanical equipment such as heating, air conditioning, power and light, etc. and three (3) years of supervisory experience over at least twenty (20) building operations staff; **OR**

Graduation from high school or possession of an equivalency diploma **and** seven (7) years of full-time paid satisfactory experience in the construction, operation and/or maintenance of buildings, including experience in estimating construction and building service costs, directing installation or operation of mechanical equipment such as heating, air conditioning, power and light, etc. and three (3) years of supervisory experience over at least twenty (20) building operations staff.