

**DEPARTMENT:** SCHOOLS  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** OCTOBER 8, 2015

**ASSISTANT DIRECTOR OF FACILITIES**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning and overseeing the repair and maintenance of buildings, grounds, and equipment in a school district. An employee in this class supervises and may participate in work which is of a general mechanical nature that may include masonry, carpentry, painting, plumbing, heating or electrical maintenance and repair. Incumbents assist in the inspection of schools with regard to methods, materials, equipment and schedules. The work is performed under the general supervision of the Director of Facilities allowing for the exercise of independent judgement in scheduling work projects and assigning subordinates. Director supervision is exercised over the work of subordinate maintenance, grounds, and custodial personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Under the direction of the Director of Facilities, assigns subordinate personnel to various maintenance and repair tasks and schedules the work for the district's maintenance, grounds, and custodial crew;
2. Inspects painting, carpentry, plumbing, electrical and other mechanical maintenance and construction work performed by private contractors, custodial, maintenance or grounds employees;
3. Assists in the planning and scheduling of preventive maintenance and the drafting of specifications and plans for repairs and alterations to buildings and equipment;
4. Conducts periodic inspections of the condition of all school buildings and equipment to review adherence to repair and maintenance programs, to ascertain maintenance needs and the labor costs associated with them;
5. Supervises and participates in the maintenance and repair of boilers and heating systems;
6. Prepares tentative budget estimates for the cost of maintenance and repair projects;
7. Collaborates with the purchasing department to prepare specifications and contracts to requisition equipment and supplies according to a prescribed manner;
8. Coordinates and schedules training programs for maintenance, grounds, and custodial employees as mandated by law;
9. Maintains appropriate computerized records on maintenance operations including contractors' and vendors' costs and performance, work order information, energy-use information, computerized accounts and time records;
10. Generates periodic reports in order to analyze the efficiency of the maintenance operations;
11. Assists in budget preparation.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of large scale buildings and grounds maintenance; Good knowledge of the common practices, tools, terminology and accident precautions of all building trades; good knowledge of HVAC system maintenance; skill as a general mechanic; ability to plan and supervise the work of others; ability to inspect the work of building tradesman; ability to understand and carry out oral and written directions; mechanical aptitude; dependability; resourcefulness; physical condition commensurate with the demands of the position.

**SUGGESTED PROMOTIONAL QUALIFICATIONS:**

Candidates must be permanently employed in the competitive class and must have served on a permanent basis for two (2) years as a Custodial Supervisor or four (4) years as a Building Maintenance Mechanic or Senior Custodian in the North Tonawanda City School District immediately preceding the date of the written examination.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma **AND** five (5) years of experience in general building maintenance or trade work such as carpentry, plumbing, masonry, or electrical work, one (1) of which must have been in a supervisory capacity.