

MANAGER OF FACILITY SERVICES (Board of Cooperative Education Services)

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the operation and maintenance of the BOCES facilities including budget development, expenditures, energy management, security access, long-range planning and capital construction projects. The incumbent administers the safety/risk management program for BOCES and component school districts including inspections, testing, training and fingerprinting. The work is performed in accordance with federal, state and local laws and regulations and school district policies. The incumbent has leeway for the use of independent judgment in carrying out the details of the work. The work is carried out under general direction of a higher level administrator. Supervisory responsibility is exercised over the safety and building maintenance staff. A Manager of Facility Services (BOCES) does related work as required.

TYPICAL WORK ACTIVITIES:

- Monitors all phases of capital construction projects, acts as liaison between the school district and architects, engineers and contractors engaged in providing services to school district properties;
- Coordinates and oversees the design and development of the long-range facilities plan;
- Interviews, recommends for hire, evaluates and disciplines departmental employees;
- Develops and administers annual operations and maintenance budget, approves expenditure requests, assist with preparation of bid documents, authorize payments, coordinate purchasing of natural gas and electricity and coordinate equipment maintenance contracts;
- Plans and coordinates with code enforcement officials periodic inspections of all facilities required by local, state or federal law such as fire inspections, asbestos inspections, insurance safety inspections and annual visual inspections as required by New York State Education Commissioner's Regulations to ensure compliance with applicable codes and standards;
- Administers the energy management system, implements programming changes, develops levels of system access for personnel and schedules training of personnel;
- Assists with operation of plumbing, electrical and HVAC systems;
- Administers the security access system, implements programming changes, develops levels of system access for personnel, schedules training of personnel and coordinate keying schedule for doors;
- Administers the Safety/Risk Management Program for BOCES and the component school districts, coordinates the drug/alcohol testing of employees with commercial drivers licenses and evaluates the quality of the program activities in conjunction with the Chief School Officer Advisory Committee.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern management principles and practices; thorough knowledge of modern school district building maintenance and operations practices; thorough knowledge of the principles of occupational safety and health; good knowledge of applicable codes, laws, rules and regulations governing school district facilities and construction; good knowledge of the operation and maintenance of plumbing, heating and ventilation equipment; good knowledge of safety regulations, procedures and security in the workplace and public buildings; ability to plan, direct and supervise a program of buildings and grounds maintenance; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; ability to read and interpret plans, drawings, and blueprints; ability to establish and maintain effective working relationships with staff, public and others; good judgment; dependability; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either

A. Bachelor's degree in Building Trades/Construction Management or related field from a regionally accredited or New York State registered college or university plus two years experience supervising health and safety and/or maintenance and custodial staff;

OR

B. An Associate's degree in Building Trades Construction Management or related field from a regionally accredited or New York State registered college or university plus four years of work experience where the primary function was building maintenance and operations that included working with mechanical, electrical and HVAC systems, two of which must have been in a supervisory capacity;

OR

C. Six years of work experience where the primary function was building maintenance and operations that included working with mechanical, electrical and HVAC systems, two of which must have been in a supervisory capacity.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 3/31/10