

Assistant Director of Facilities Tompkins County

Department: Facilities
Classification: Competitive
Labor Grade: P (88)
Approved: 0
Revised: 09/08; 03/12; 5/13
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York state registered four year college with a Bachelor's degree in mechanical engineering, civil engineering, construction management, facilities engineering or a closely related field **AND** six years of full-time paid experience in facilities engineering, maintenance, operations, and construction management, two years of which must have been progressively responsible facilities management experience supervising a substantial number of staff; **OR**

(b) Graduation from a regionally accredited or New York state registered two year college with a Associates degree in engineering science, mechanical engineering technology, civil engineering technology, construction engineering technology, or a closely related field **AND** eight years of full-time paid experience in facilities engineering, maintenance, operations, and construction management, two years of which must have been progressively responsible facilities management experience supervising a substantial number of staff.

SPECIAL REQUIREMENTS:

1. Possession of a valid NYS class D Driver's License at the time of appointment and maintenance of such license for the duration of employment.
2. Possession of NYS Code Enforcement Official certification within eighteen (18) months of appointment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional management and engineering level position relating to the management of all phases of Facilities Division operations. The incumbent of the position is responsible for the efficient and economical utilization of Facilities staff, consultants, contractors, materials, and equipment in the maintenance, repair, operation, and renovation of county facilities and assists the Director of Facilities in the utilization of consultants and contractors in the planning, design, and construction of county facilities. Position involves a great deal of contact with building occupants, contractors, vendors, and design/engineering consultants. Work is performed under the general supervision of the Director of Facilities in accordance with prescribed policies and procedures allowing wide leeway for the exercise of independent judgment in the planning and methods of activities. Supervision is exercised over all maintenance and cleaning staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Manages, supervises, and coordinates preventive maintenance programs, general maintenance, mechanical and electrical systems, building renovations, custodial services, grounds, and other support service operations;
Reviews construction drawings (i.e., architectural, structural, mechanical, electrical, plumbing), and specifications for adequacy and completeness, building code compliance, and recommends changes/improvements;
Develops engineering design, working drawings, specifications, schedules, budgets, and contracts for building improvement, or renovation projects for implementation by maintenance staff and/or contractors;
Compiles and details all required maintenance, preventive maintenance, repair, replacement, building improvement, and renovation projects, determines priorities, and prepares and manages an annual and long-range implementation plan for review and approval by the Director of Facilities;
Acts as primary contact with building occupants and department heads regarding facility related issues and concerns;
Originates and prepares project designs, proposals, specifications, estimates, and contract proposals for architectural and engineering services;
Performs construction management activities on building construction contracts, oversees contractor construction activities to

ensure project completion within budget and on schedule, and conformity to contract requirements including the quality of construction in adherence to predetermined schedules. Construction management activities include but are not limited to, bidding processes, proposal requests, change orders, pay applications, monitoring construction testing, design interpretations, field inspections, job meetings, progress schedule updates, submittal reviews and approvals, and certifying project completion for code compliance;

Oversees, coordinates, and inspects the work of project assigned subordinate support staff, service providers, and consultants, including but not limited to space planners, mechanical, structural and electrical engineers, estimators, code consultants and construction supervisors to ensure conformity to contract requirements including assignment of staff, performance and the quantity and quality of services rendered;

Directs emergency maintenance and construction projects;

Conducts periodic inspection of the condition of buildings and equipment to ascertain maintenance needs, and makes recommendations for capital improvement projects and/or major repair, replacement, or renovation projects;

Assists the Director of Facilities with New York State Code Enforcement duties for Tompkins County facilities. Performs inspections of facilities in accordance with the policies and procedures of the State and County, and suggests remedial action for conformance;

Prepares work schedules and estimates of cost, material, equipment, and resources for major maintenance, repair, renovation, and building improvement projects for approval by Director of Facilities;

Develops and implements quality control requirements and quality assurance programs, and standard practices based on engineering principles for maintenance and construction projects;

Updates the Facility Condition Information System software annually after having conducted building condition assessments;

Directs and implements the use of a Computerized Maintenance Management System in the management of facilities maintenance operations;

Oversees the use of job costing software to track and manage operational expenses and to see that projects stay within the cost targets and objectives set by the Director of Facilities;

Requisition vehicles, equipment, tools, supplies and materials in accordance with prescribed procedures and maintains inventory records of maintenance vehicles, tools, supplies and equipment;

Provides information on facilities work to be performed and assists in the preparation of an annual budget for all facilities related activities;

Analyzes budget resources and constraints to develop the most cost effective use of financial resources;

Prepares and maintains a variety of computer generated activity, cost, and progress narrative and numerical reports and presentations;

Interviews perspective new employees and recommends the hiring of temporary and permanent employees;

Initiates, conducts, and/or oversees training activities concerning preventive maintenance, and HVAC equipment operation & maintenance;

Conducts periodic safety training for division employees;

Disciplinary control and performance evaluation for all senior cleaning and maintenance staff;

May represent the Director of Facilities in facilities related matters.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of facility maintenance industry standard practices;

Good knowledge of HVAC, electrical, plumbing, controls, and related operational systems;

Good knowledge of the common practices, tools, terminology and safety precautions of all the mechanical and construction trades;

Good knowledge of the principles, practices, theories, and procedures of construction;

Good knowledge of construction materials, methods, standards, and tests;

Good knowledge of applicable codes, laws, rules, regulations, and policies governing and impacting on construction. This includes NYS Building Code;

Good knowledge and ability to develop reports using spreadsheet, database, and word processing programs (i.e., Microsoft Office);

Good knowledge in the operation of diagnostic tools and equipment for testing and troubleshooting mechanical systems;

Working knowledge in CMMS, BAS, EMS, and CAD applications;

Working knowledge of AIA contracts, documents and Construction Laws;

Excellent written and verbal communication skills to work effectively with general public, advisory boards, department heads, legislators, committees and state organizations;

Skills in budgeting, forecasting, project estimating, and job costing;

Ability to effectively manage multiple sites and projects concurrently;

Ability to plan, coordinate, supervise, and inspect the work of others;

Ability to analyze, diagnose, and problem solve complex situations and make decisions rapidly;

Ability to prepare, in final form, specifications, contracts, and narrative technical material;

Ability to plan, schedule, coordinate, and evaluate design, construction, and maintenance programs;
Ability to evaluate buildings, structures, and related systems and determine maintenance and rehabilitation needs;
Ability to interpret complex plans, designs, specifications, contracts, and narrative technical material;
Ability to develop and maintain budget, cost, inventory, maintenance, equipment, and work order records and prepare reports using various computer programs (i.e., Excel, Timberline, Datastream MP2, FCIS);
Ability to understand and carry out difficult oral and written directions;
Ability to read and interpret mechanical and architectural plans and specifications;
Ability to establish and maintain effective and professional working relationships with division and county employees, professional service providers, contractors, vendors, public, and other municipalities;
Ability to deal with service requests courteously, tactfully, and professionally;
Willingness to respond to emergencies;
Ability to work under stress conditions and tight deadlines;
Ability to perform activities requiring physical effort (walking, climbing or reaching). May be exposed to considerable risk of minimal injury and/or some risk of moderate injury visiting structures and building construction sites;
Dependability, initiative, resourcefulness, and good judgment are required;
The employee's physical condition shall be commensurate with the demands of the position; and
The incumbent must possess strong customer service skills.

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