

TOMPKINS COUNTY CIVIL SERVICE VACANCY

Inclusion Through Diversity

OPEN TO THE PUBLIC

**Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526**

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Deputy Facilities Director

SALARY: \$45.93 hire rate \$48.55 working rate after 9 months

TYPE OF EMPLOYMENT: Full

ISSUE DATE: 08/04/25

THE FINAL DATE TO FILE APPLICATIONS: 08/31/25

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 09/01/25

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

Please submit a cover letter and resume.

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.

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

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.

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 Facilities Director in the utilization of consultants and contractors in the planning, design, and construction of county facilities. The 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 Facilities Director 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 minor 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 and deputy 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;
- Initiates, oversees, and reviews vendor service agreements;
- 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;
- Directs and implements the use of a Computerized Maintenance Management System in the management of facilities maintenance operations;

- Tracks and manages 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 oversees 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 department employees;
- Disciplinary control and performance evaluation for all senior cleaning and senior 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, 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 (Metasys), 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, etc.);
- 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 department and county employees, professional service providers, contractors, vendors, public, and other municipalities;
- Ability to deal with service requests courteously, tactfully, and professionally;
- 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.
- Willingness to respond to emergencies;

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FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY 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.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850