

Department: Buildings and Grounds
Classification: Competitive
Grade: 8M/C

SPEC DISK A3
DOCUMENT 79

JAIL AND PUBLIC SAFETY
BUILDINGS AND GROUNDS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is both an administrative and a technical position responsible for the effective and efficient maintenance, repair and operation of the County Jail and Public Safety building. The work requires knowledge of facility design, construction, maintenance and operation as well as the ability to plan and administer preventive maintenance programs. The position requires knowledge of electrical, mechanical, HVAC and general building systems. The incumbent also oversees the work of contractors hired by the County for building projects related to the Public Safety Building. General supervision is received from the Superintendent of Public Works. Supervision is exercised over subordinate buildings and grounds maintenance personnel assigned to the Jail and Public Safety building. Incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Develops, directs, and maintains a preventive maintenance program;
Inspects facilities, and heating and cooling systems periodically to determine maintenance and repair priorities and schedules;
Performs inspections and acts as a liaison with service and construction contractors;
Reviews cost estimates for building construction and maintenance;
Conducts studies, prepares reports, maintains records and develops procedures related to building maintenance and repair;
Coordinates and supervises subordinates in maintenance repair, janitorial and operation efforts;
Determines how and when work will be accomplished;
Utilizes personal computer software for work orders, purchase orders, preventative maintenance record keeping, and related maintenance reports.

FULL PERFORMANCE KNOWLEDGE, SKILL, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of administrative practices and techniques; Good knowledge of facility construction, maintenance, repair, and operation, including the mechanical and building trades necessary for these operations; Ability to plan and direct the work of others when necessary; Ability to maintain effective working relationships with others, including building and construction contractors; Ability to communicate effectively both orally and in writing; Ability to operate a personal computer to analyze data related to buildings and grounds operations; Good judgment; Integrity; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Eight years of experience in building maintenance and repair, heavy construction or one or more of the standard building trades, such as carpentry, plumbing, electrical, etc., one year of which was in a supervisory capacity; or
- (b) Graduation from high school or possession of an equivalency diploma and five years of experience in building maintenance and repair, heavy construction or one or more of the standard building trades as defined in (a), two of which was in a supervisory capacity; or
- (c) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in construction technology or a related field and three years of experience as defined in (a), two of which was in a supervisory capacity; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

Created
April 4, 2005