

SENIOR FACILITY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position has responsibility for planning, organizing, and directing the custodial and maintenance activities, as well as managing the design and construction of new and renovation work, for all buildings and grounds owned or operated by Broome County. The work is performed according to established policies and procedures and in accordance with applicable State, local, and federal laws, rules, and regulations which apply to facility construction, renovation, operations, and maintenance. Although certain activities are performed in the office, the incumbent of this position will, on occasion, be required to oversee maintenance, construction, and repair related tasks and activities, which may be performed indoors or outdoors under adverse working conditions. This position differs from a Facility Manager in that the incumbent has a greater scope of responsibility and is typically responsible for the supervision of more than one building or location. Supervision is exercised over subordinate supervisors and staff, which may include employees of the Department of Public Works department or those responsible for building safety and security. The work is performed under general supervision of the Deputy Commissioner of Public Works - Buildings and Grounds, and may also include the Commissioner of Public Works, with leeway allowed for the exercise of independent judgment in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises staff in daily preventive maintenance and custodial activities, which may include replacing locks, painting, carpeting/floor tile/window/drywall replacement and/or repair;

Manages, develops and schedules a preventive maintenance program designed to retain buildings, grounds and equipment in a safe operating condition;

Schedules inspections and completes reports for federal, state and local regulatory agencies to ensure compliance with codes, rules and regulations;

Inspects and oversees painting, carpentry, plumbing, electrical, HVAC and other maintenance and construction work performed by private contractors, custodial, or maintenance employees to ensure work is in compliance with contract specifications, as well as applicable codes and regulations;

Supervises the in-service training of custodial, maintenance,

SENIOR FACILITY MANAGER-cont'd

- and construction employees;
- Discusses capital projects, maintenance, repair and operational needs with the Deputy Commissioner and the Commissioner of Public Works;
- Reviews the County's expenditures from the prior year and assists the Publics Work Department with the budget process by forecasting and planning for the upcoming budget;
- Monitors expenses to ensure budgetary limits established by the County Legislature are not exceeded;
- Recommends purchase of materials and supplies and develops and directs the maintenance of the inventory control system;
- Reviews decisions made by lower-level supervisors regarding work schedules, vacation requests, personal and sick leave requests to ensure compliance with County policies and procedures;
- Maintains records and prepares reports related to operations and the work performed and schedules repairs when necessary;
- Recommends staffing to administrators and is also responsible for interviewing, hiring, evaluating and disciplining departmental personnel;
- Manages, and when necessary, performs preventive maintenance and repairs on equipment, electrical systems;
- Troubleshoots problems with equipment, including HVAC and electrical systems and may contact contractors to perform repairs when a non-routine issues are identified;
- Oversees and performs inspections on and tests security systems, safety lighting, fire extinguishers, fire alarm system, doors, and eyewash stations to ensure proper operation and compliance with applicable codes and regulations;
- Ensures removal of snow and ice from sidewalks and roadways;
- Responds to inquiries from employees, county staff, and the public regarding County buildings and grounds activities;
- May work with construction managers, architects and/or engineers to develop, implement and complete capital improvement projects and other long-term plans;
- May use a variety of tools and operates a variety of motor and other equipment related to building and grounds maintenance and repair including snow blowers, lawn mowers, tractors, plow trucks, pick-up trucks, hedge trimmers, chainsaws, drills, reciprocating saws,

SENIOR FACILITY MANAGER-cont'd

screwdrivers, wrenches, pliers, hammers, and plumbing specialties;

May be responsible for operating motor equipment related to work performed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of buildings and grounds maintenance and repair practices and procedures;

Thorough knowledge of safety precautions and practices associated with buildings and grounds maintenance and repair work;

Thorough knowledge of the principles and practices of administrative supervision;

Thorough knowledge of construction drafting, blueprints and specifications;

Thorough knowledge of applicable codes, laws, rules and regulations governing county buildings and grounds administration;

Good knowledge of budgeting;

Ability to organize, prepare and maintain accurate records and files;

Ability to effectively, efficiently and safely use tools and operate equipment related to building and grounds maintenance and repair;

Ability to inspect the work of contractors to ensure building tradespersons and compliance with contract specifications.

Ability to prepare budgets, operating reports and a variety of other reports relative to program activities;

Ability to understand, interpret, and follow instructions, plans, diagrams, specifications and blueprints;

Ability to understand and follow written and verbal instructions;

Ability to communicate effectively both orally and in writing;

Mechanical aptitude;

Willingness to work under adverse weather conditions.

MINIMUM QUALIFICATIONS:

A) Possession of a Bachelor's Degree or higher-level degree in Facilities Management, Engineering, Construction Management, or Architecture and four years of supervisory experience in

SENIOR FACILITY MANAGER-cont'd

facilities maintenance, general building construction, building maintenance or repair work, or construction management; OR

B) Possession of an Associate's Degree or higher-level degree in Facilities Management, Engineering, Engineering Technology, Building Construction Technology or Architectural Technology and six years of experience in facilities maintenance, general building construction, building maintenance or repair work, or construction management, four of which must have been at a supervisory* level; OR

C) Graduation from high school or possession of an equivalency diploma and eight years of experience in building facilities maintenance, general building construction, maintenance, or repair work, or construction management, four years of which must have been at a supervisory* level; OR

D) An equivalent combination of training and experience as Defined by the limits of A), B), and C) above.

Non-Qualifying Experience: Experience limited to building cleaning is not qualifying. Building cleaning is defined as activities primarily involving a variety of inside and outside building cleaning activities including, but not limited to, washing walls and windows, polishing floors, cleaning restrooms, disposing of refuse.

*Employee Supervision is defined as responsible direction and control of subordinate employees. This involves a responsibility for planning for individuals in a work group and includes but is not limited to, assigning, and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

Project Management experience which did not include the minimum amount of experience in employee supervision is not qualifying.

SENIOR FACILITY MANAGER-cont'd

Construction Management: includes management of a building construction project from inception to completion including cost estimating, construction planning/scheduling and construction inspection to ensure compliance with building codes.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license and certificates appropriate to the vehicles, equipment and/or machinery operated at time of appointment and maintained with employment in this title.

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.