

**DEPUTY COMMISSIONER OF PUBLIC WORKS, PARKS, RECREATION & YOUTH  
SERVICES - BUILDINGS AND GROUNDS**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general direction of the Commissioner of Public Works, Parks, Recreation & Youth Services and as the Director of the Division of Buildings and Grounds, the incumbent is responsible for asset management of all County buildings and facilities under the umbrella of this division. This comprises all maintenance, repair, and building service work, including routine maintenance and repairs of interior and exterior building components, capital expenditures for major building repairs and equipment replacement, HVAC/electrical/plumbing maintenance and repair, utility use, tracking, and recommendations for sustainability upgrades, and management of the County's service and supply contracts. The incumbent is also responsible for management of the County Fleet. Supervision is exercised over all staff of the Building and Grounds Division. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Acts for and on behalf of the Commissioner of Public Works within the assigned areas of responsibility in his/her absence;

Directs Facility Management by placing managers at the larger County facilities who are then responsible for overall facility maintenance including specialty equipment and systems;

Directs Custodial Services including cleaning of buildings, maintenance of yards & gardens, and snow removal/salting of sidewalks;

Directs Fleet Management including vehicle inspections and repairs, maintaining records and supplies, and fleet purchase and replacement policies;

Directs Facility Maintenance including plumbing, electrical, and HVAC maintenance and repairs, and snow removal/salting of parking lots;

Directs the operation of building services, such as the elevator service, generator maintenance, fire inspection repairs, window washing, and cleaning contract services;

Directs maintenance of the government plaza common areas including, but not limited to, outdoor space, parking areas, and the parking garage;

Directs construction services including, but not limited to, facility repairs, watershed maintenance, tree pruning, snow removal from park facilities, tower roads, water/sewer tanks and pumps, and operation and maintenance of the County's generators;

Establishes, directs, and supervises the building facilities repair, maintenance, and operation programs;

Administers the County's service and supply contracts and the work of contractors doing work in connection with the maintenance

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and improvement of buildings;  
Administers the county facilities energy program including tracking usage and best value contracting;  
Prepares, submits, and manages annual division operating and capital budgets in coordination with the Commissioner of Public Works;  
Coordinates all facility construction and large-scale maintenance with DPW-Engineering to ensure compliance with current building codes and regulations;  
Makes cost estimates for building construction and maintenance.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the current practices of asset management as it relates to buildings and building systems;  
Thorough knowledge of current practices involved in the maintenance of modern large-scale facilities, buildings and grounds;  
Good knowledge of the operation and maintenance of HVAC systems, electrical systems, and plumbing systems;  
Good knowledge of the tools, terminology and practices of the mechanical, plumbing, electrical, HVAC, and construction trades;  
Good knowledge of energy conservation methods and procedures for large buildings including boiler efficiency adjustments, thermostatic control systems, lighting energy modifications;  
Working knowledge of sustainability modifications and upgrades for buildings and building systems;  
Ability to analyze utility cost billings and formulate reports based on time;  
Ability to understand and carry out complex oral and written directions;  
Ability to plan and supervise the work of others;  
Ability to read and interpret mechanical, electrical, plumbing, and building plans and specifications;  
Ability to prepare, maintain, and present a variety of reports;  
Ability to make or obtain cost estimates for building alterations and repairs;  
Dependability;  
Initiative;  
Resourcefulness;  
Willingness to respond to emergency situations;  
Physical condition commensurate with the demands of the position.

**SUGGESTED MINIMUM QUALIFICATIONS\*:**

- A) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree in engineering or a closely related field and four years experience in the construction, operation and/or maintenance of buildings, including experience in estimating construction and building service costs, directing installation or operation of mechanical equipment such as heating, air conditioning, power and light, etc. and three years of supervisory experience over building operations staff; OR
- B) Graduation from high school or possession of a high school equivalency diploma and twelve years of experience in the construction, operation and/or maintenance of buildings including experience as described in A) and three years of supervisory experience as described in A); OR
- C) An equivalent combination of training and experience as described by the limits of A) and B) above.

**SPECIAL REQUIREMENT:** Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.

\* Not specified in the County Charter or Administrative Code.

SPECIAL NOTE: Incumbent is designated as an Emergency Operations Center staff member by the County Executive.

R315            8/15/02  
                  Revised 7/28/21  
                  Revised 4/15/22

EXEMPT