

## DIRECTOR OF PHYSICAL FACILITIES

### DISTINGUISHING FEATURES OF THE CLASS:

Under the general supervision of the Commissioner of Public Works, directs the housekeeping, maintenance and repair of the County Office Buildings and facilities. Responsibilities also include advisory duties on a professional engineering level concerning the feasibility and architectural considerations of major renovations and/or new construction. General supervision is exercised over the County Buildings Administrator and consulting engineers and private contractors hired by the County for work on county facilities.

### TYPICAL WORK ACTIVITIES:

1. Develops and recommends to the Commissioner standards for the provisions of proper building services and the adequate maintenance of buildings and facilities;
2. Supervises maintenance and repair activities in county office buildings, making periodic inspections to ensure conformance with departmental standards;
3. Reviews non-recurring building repairs and replacement project recommendations as are necessary to the Commissioner;
4. Determines staffing requirements for the provision of adequate building services and requests personnel as required;
5. Supervises the administrative and cost allocation controls of the buildings and facilities division;
6. Executes special assignments as directed by the Commissioner of Public Works;
7. Does related work as required.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of civil engineering principles and practices with particular reference to building maintenance, repair and construction; good knowledge of the theory and practices of budgeting, financial record keeping, administrative control and personnel; ability to plan and direct the work of others effectively; initiative in working out administrative and engineering problems; good judgment; ability to speak effectively before a public group; tact; and physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

Graduation from a registered college or university with a Bachelor's Degree in engineering or architecture and four (4) years of engineering experience in building maintenance, repair and/or construction, or facilities management.

### SPECIAL REQUIREMENT:

Eligibility for licensure by the New York State Department of Education as a Professional Engineer or Architect. Full licensure must be obtained within six (6) months after permanent appointment.

TR1106

ADOPTED: 01/01/80

REVISED: 12/04/80

05/09/86