

ASSISTANT DIRECTOR, FACILITIES MANAGEMENT

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and professional work of a complex nature, involving responsibility for assisting with the development, implementation and oversight of policies and procedures for a program of preventive maintenance, operations, engineering, space renovation and capital projects. The work is performed under the general direction of the Director, Facilities Management or higher-level administrator and supervision is provided to professional, technical and support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in developing, implementing and overseeing policies and procedures for comprehensive programs regarding preventive maintenance, space renovation and capital projects by analyzing technical details, identifying and recommending solutions for problems, monitoring programs and making recommendations for improvements, etc.;

Arranges for the engineering, construction, improvement, repair and maintenance of offices and properties, as assigned by the Director;

Provides the day-to-day supervision of professional, technical and clerical staff;

Oversees professional and technical staff involved in capital projects to ensure the timely completion of assignments, the quality and effective flow of work assignments, problem resolution, etc.;

Meets with contractors to discuss projects, resolve problems, monitor the progress of contracted services and cost estimates, ensure compliance with specifications, etc.;

Assists with annual budget planning by reviewing past expenses and future cost projections, evaluates personnel and equipment needs, etc., and makes effective recommendations for change when appropriate;

Prepares and revises project plans, specifications and the design and cost estimates of proposed renovations and capital projects and makes recommendations regarding same, as needed;

Monitors the expenditure of capital project funds, when assigned;

Meets with senior management, engineering staff and administrative personnel to participate in setting priorities and planning and coordinating activities;

Prepares and presents technical reports;

Attends meetings and conferences, as necessary;

Acts for and in place of the Director, Facilities Management, as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of engineering principles and practices as applied to the operation of a large group of buildings; thorough knowledge of building and construction practices; good knowledge of the administration of capital projects; good knowledge of supervisory principles and practices; ability to plan, develop and implement policies and procedures for the maintenance and construction of a large building complex; ability to communicate effectively, both orally and in writing; ability to supervise the work of others; ability to establish and maintain cooperative relations with others; ability to prepare and present technical reports; ability to use computer software and other general office software (e.g., Microsoft Office); ability to use AutoCAD computer software*.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher in Mechanical Engineering, Facilities Engineering or comparable curriculum, and five (5) years of diversified engineering experience applicable to facilities operations, which included at least three (3) years in mechanical, electrical and/or construction engineering, which included administrative and/or supervisory responsibilities as the major function of the work (major function of the work is defined as 50% or more of the day-to-day work); and

(over)

2. Possession of a Professional Engineering License (PE) issued by the State of New York.

NOTE: When employed in the County of Rockland Facilities Management Division possession of a valid driver's license is required at the time of application and must be maintained throughout the course of employment.

SPECIAL REQUIREMENTS:

1. At the time of appointment and periodically throughout the course of employment the appointing authority may verify possession of a valid driver's license, which must be maintained throughout the course of employment.
2. At the time of appointment and periodically throughout the course of employment the appointing authority may verify possession of a Professional Engineering License (PE) issued by the State of New York, which must be maintained throughout the course of employment.

*Ability to use AutoCAD computer software applies to individuals employed in the County of Rockland.

R.C.D.P. (10.19.2020) 07.30.2024
Competitive

02.25.2025 New York State Civil Service approved Non-competitive in the NY HELPS Program.