

DIRECTOR OF PLANT FACILITIES

DISTINGUISHING FEATURES OF THE CLASS: This is administrative work of a complex nature that involves a responsibility for planning, managing and overseeing a comprehensive program of corrective and preventive maintenance across a large-scale building complex or other comprehensive facility (e.g., wastewater treatment facility and pumping stations). In addition, the incumbent may occasionally be responsible for supervising and inspecting various construction projects. Supervision is received from a higher-level administrator and supervision is exercised over a number of professional and technical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and directs a program of preventive and corrective maintenance for buildings and equipment, including but not limited to stationary engines, air compressors, electric generators, motors, boilers, vacuum pumps, HVAC systems, alarm and odor control systems, whirlpools, refrigeration units and ventilation;

Manages the maintenance, repair, renovation and overall upkeep of multiple buildings and structures across a college campus, public facilities or other similar complex;

Oversees grounds and infrastructure such as lawns, parking areas, roadways, walkways, drainage systems, underground conduits and septic systems;

Supervises all maintenance and custodial staff, including grounds staff and laborers;

Engages with contractors and prospective vendors and monitors contracted services to ensure compliance with project specifications, budgetary estimates and other relevant requirements;

Develops strategic plans for physical growth and improvements and provides recommendations on structural modifications, additions and enhancements to existing buildings;

Evaluates plans, technical specifications and projected cost estimates to ensure alignment with operational requirements;

Prepares and supervises the preparation of the division's annual budget;

Reviews and evaluates purchase orders for technical equipment and conducts tests and inspections to verify compliance with established specifications and performance standards;

Designs and oversees the implementation of on-going service training programs for division personnel and ensures continuous professional development and skill enhancement;

Establishes and ensures compliance with safety programs for staff;

Maintains active collaboration and communication with management, administrative, technical and engineering teams to effectively plan, coordinate operations and establish strategic priorities;

May interview and evaluate potential division employees.

When employed in a wastewater treatment facility with scattered-site pumping stations:

Oversees the planning and management of internal programs focused on the inspection, maintenance, repair and rehabilitation of sewer systems and associated pumping stations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of engineering as it applies to building facilities; thorough knowledge of building administration; thorough knowledge of equipment maintenance and repair; ability to supervise and train the work of others; ability administer a program of preventive and corrective maintenance within a large building complex or wastewater treatment plant facility; ability to communicate effectively, both orally and in writing; ability to prepare technical reports.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Engineering and ten (10) years of paid engineering work experience in building operations which included mechanical, electrical or a comparable engineering field, at least three (3) years of which must have been in a managerial or supervisory capacity.

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NOTE: A Professional Engineer's License issued by the State of New York may be substituted for the required degree or five (5) years of the required paid engineering work experience in building operations which included mechanical, electrical or a comparable engineering field.