

## **DIRECTOR, FACILITIES MANAGEMENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative and professional work of a complex nature, in the Facilities Management Division of the Department of General Services, involving responsibility for developing, implementing and overseeing policies and procedures for a program of preventive maintenance, operations, engineering, space renovation and capital projects for the County of Rockland government properties. The work is performed under the general direction of the Commissioner of General Services and supervision is provided to professional, technical and support staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops, implements and oversees policies and procedures for a comprehensive preventive maintenance, space renovation programs and capital projects for the Rockland County government facilities;

Oversees and participates in arranging for the engineering, construction, improvement, repair and maintenance of County government offices and properties;

Oversees the activities of a professional, technical and clerical staff;

Plans and recommends the development of physical facilities and structural changes and additions or modifications to buildings and grounds;

Evaluates budget, personnel and equipment needs and makes effective recommendations for change when appropriate;

Oversees the preparation, review and revision of plans, specifications, design and cost estimates of proposed renovations and capital projects;

Oversees the expenditure of capital project funds;

Meets with senior management, engineering, and administrative personnel in order to plan and coordinate activities and set priorities;

Prepares and presents technical reports;

Attends meetings and conferences, 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; thorough knowledge of the administration of capital projects; good knowledge of supervisory principles; good knowledge of ability to plan, develop and implement policies and procedures for the maintenance and construction of a large building complex; ability to supervise the work of others; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others; ability to prepare and present technical reports.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher in Mechanical Engineering, Facilities Engineering, or comparable curriculum, and eight (8) years of diversified engineering experience applicable to facilities operations and engineering which included at least five (5) years in mechanical, electrical, construction engineering, or related, and at least five (5) years of administrative an/or managerial responsibilities as a major portion of the work.

(over)

**NOTES:**

1. In the County of Rockland Facilities Management Division of the Department of General Services, possession of a valid driver's license at the time of application, which must be maintained throughout the course of employment.
2. A Master's degree in Engineering may be substituted for two (2) years of the required general experience.

**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 is appropriate to the kind and size of vehicle to be driven.
2. Professional Engineering License (PE) issued by the State of New York at the time of permanent appointment which must also be maintained throughout the course of employment in this title.

**PROMOTION:** Two (2) years of permanent status as Director of Plant Facilities or Director of Plant Facilities with any equivalent parenthetical designation (e.g. Complex, Sewer District).\*

\*Must possess or obtain a Professional Engineer's license (PE) by the time of appointment.