

SUPERINTENDENT, FACILITIES AND OPERATIONS

(Department of Nursing Homes)

DISTINGUISHING FEATURES OF THE CLASS: This is important supervisory work involving responsibility for overseeing the efficient and economical operation, maintenance, and repair of the facilities and the grounds of the Department of Nursing Homes. The incumbent directs the activities of workers involved with maintenance, housekeeping, construction, and groundskeeping tasks and may participate in certain phases of these activities. The work is carried out in accordance with established policies, procedures, and practices permitting the exercise of considerable independent judgement in determining the best method to repair, maintain, and operate facilities. The work is carried out under the general direction of the Director of the Department of Nursing Homes. Supervision is exercised over the work of subordinate employees involved with maintenance, repair, construction, and housekeeping activities. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Directs, supervises, and participates with assigned staff in the safe and efficient maintenance and operation of Department buildings and grounds;
- Participates in the selection, training, and development of subordinate staff;
- Develops, schedules, and manages a preventive maintenance program designed to retain buildings, grounds, and equipment in safe operating condition;
- Confers with the Director or Administrators on maintenance, repair, and operational needs;
- Makes periodic inspections of buildings and grounds, especially heating plants and special hazard equipment;
- Participates with other management personnel in the planning of new construction and major repair work;
- Ensures that subordinate staff conform to requirements of law and policies of the Nursing Homes and reports improper conduct of employees;
- Identifies and reports mechanical and structural deficiencies and the need for repair or replacement to superior;
- Investigates complaints and takes appropriate action to reduce repetition;
- Inspects and prepares reports on the work of outside contractors and recommends acceptance or rejection;
- Schedules assigned staff to assure adequate coverage;
- Investigates and reports on damage to buildings with recommendations for repair and prevention;
- Prepares preliminary plans, specifications, and cost estimates of assigned repair and alteration projects;
- Prepares maintenance and operation budgets and justifications;
- Directs snow and ice control activities, tree and decorative planting, and pruning;
- Responds to emergencies and organizes staff to cope with indicated needs;
- Oversees an energy conservation program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of buildings and grounds maintenance and operation activities in a multiple structure system; good knowledge of heating plant and air conditioning operations and safety precautions; good knowledge of the principles and practices of coordinating maintenance and housekeeping staff and materials; good knowledge of building maintenance trades; ability to understand, inspect, and remedy defects in the maintenance and operation of buildings and equipment; ability to plan, organize, coordinate, train, and supervise a staff having diverse skills in heating, plumbing, electrical, air conditioning, carpentry, painting, and other trades, and grounds maintenance personnel; ability to maintain efficiency and harmony in working relationships among subordinates; ability to read building construction blueprints and specifications; ability to apply a critical attitude in the inspection and evaluation of work completed and in progress; ability to communicate, understand, and execute oral and written directions; ability to prepare preliminary budget and renovation estimates; mechanical aptitude; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A) Graduation from a regionally accredited or New York State registered college or university with at least an Associate degree in Engineering Technology or a related field and two years of full time paid experience in a supervisory capacity over building maintenance or building construction personnel;

OR

B) Four years of building maintenance or building construction experience of which two years shall have been full time paid experience in a supervisory capacity over building maintenance or building construction personnel.

SPECIAL REQUIREMENT: Possession of an appropriate class New York State driver's license.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 1/5/82