

AREA MANAGER OF SCHOOL MAINTENANCE
(NY HELPS PROGRAM)

Duties and Responsibilities

This is a management class of positions with several assignment levels. The following are typical assignments within the class of positions. All personnel perform related work.

Under general direction, with wide latitude for independent initiative, action and judgement, serves as regional maintenance manager for a borough office or the Central Repair Shop. Plans, directs, and coordinates the activities of skilled trades/inspection staff, and all other personnel assigned to a borough office or the Central Repair Shop. Reviews work orders received from custodial staff and determines priorities. Determines if work can be handled by in-house mechanics determines priorities. Determines if work can be handled by in-house mechanics or if work should be performed by outside contractors. Reviews job specifications for work targeted for outside contractors and, in cases where work must be completed immediately, issues emergency work contracts to same. Reviews progress reports of Assistant Area Managers and trade supervisors and monitors work progress. Supervises field staff in the review of completed work and approves final payments. Develops, formulates and implements cost effective procedures and work systems. Reviews change orders and makes recommendations that are routinely accepted by the chief regional maintenance manager. Makes decisions in disputes between contractors and skilled trades/inspection staff. Approves materials and equipment requisitions from trade supervisors and makes recommendations to the chief regional maintenance manager. Participates in the formulation of policy by conferring with the chief regional maintenance manager to assess the effectiveness of current repair, alteration and maintenance procedures and to determine where and how improvements can be made. Responds to correspondence from parents and school officials; or other assignments equivalent to that described herein.

Under administrative direction, with very wide latitude for independent initiative, action and judgement, serves as chief regional maintenance manager for a very large geographical area, directing regional maintenance managers handling the repair and maintenance of school buildings. Reviews all job specifications, change orders, oral orders and final payments prepared by field inspection staff and submitted by regional managers. Makes decisions as to whether work can be handled by in-house staff or outside contractors. Determines priority order of handled by in-house staff or outside contractors. Determines priority order of work based on the type of job and funding availability. Analyzes personnel, material and equipment needs of borough offices or Central Repair Shop.

AREA MANAGER OF SCHOOL MAINTENANCE

(NY HELPS PROGRAM) (continued)

Duties and Responsibilities (continued)

Makes final decisions regarding disputes between contractors and regional maintenance managers concerning interpretations of specifications and drawings. Provides substantial input in the development and formulation of repair, alteration, maintenance and inspection policies and procedures. Meets with city agency and community school district administrators to establish priorities and goals regarding both school maintenance available through tax-levy funding and major maintenance projects available through Capital Budget; or other assignments equivalent to those described herein.

Under managerial direction, with extremely wide latitude for independent initiative, action and judgement, serves as chief school maintenance manager with full responsibility for the management and coordination of the Board of Education's school repair and maintenance operations. On a city-wide basis, Education's school repair and maintenance operations. On a city-wide basis, makes final determinations on all job specification, change orders, oral orders and final payments for outside contractors. Oversees all budget expenditures involving job specification in order to effectively plan and utilize Division of School Building's personnel and budget resources. In conjunction with the deputy director for maintenance, establishes and implements repair, alteration, maintenance and inspection policies and procedures. Meets with community school districts and high-level city agency administrators; or other assignments equivalent to those described herein.

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(NY HELPS PROGRAM) (continued)

Qualification Requirements

Nine years of full-time satisfactory experience doing field work as an inspector, supervisor, manager or consultant in building maintenance, construction or installation of electrical, heating, ventilating, air conditioning or sanitary equipment, at least 18 months of which must have been in a supervisory, managerial or consultative capacity.

Education leading towards a baccalaureate degree in engineering or architecture from an accredited college may be substituted for the experience described above at a rate of 30 semester credits for one year of experience, up to a maximum of three years of experience. However, all candidates must have the 18 months of supervisory, managerial or consultative experience described above.

Note:

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into “Area Manager of School Maintenance (91697)” as competitive class employees.

Probationary Period:

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.