

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Administrators
Revised: 11/16/16

DEPUTY COMMISSIONER OF PUBLIC WORKS (BUILDINGS AND GROUNDS)

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class has responsible charge of buildings and grounds operations, and cleaning and maintenance activities of all Oneida County facilities. The work is performed under the general direction of the Commissioner of Public Works, with independent judgement in planning and carrying out details of the work. The employee participates in decision-making regarding construction, alteration and maintenance of County facilities and has responsibility for directing and coordinating the work of a large maintenance and clerical staff. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assigns and supervises staff, employees, and contractors to various maintenance and cleaning tasks, and establishes schedules of work;
Supervises work of clerical support staff;
Prepares tentative budget estimates for custodial, maintenance, and repair activities;
Interviews and makes recommendation for hiring of personnel;
Keeps records and prepares reports on buildings and grounds maintenance and support activities;
Orders and accounts for parts and supplies for custodial and maintenance activities;
Prepares annual operating and capital improvement budgets;
Draft, negotiate, and manage maintenance and repair contracts and lease agreements involving County facilities and property;
Oversees the security of physical property;
Responsible for compliance with PESH, OSHA, and applicable building and fire code regulations;
Supervises and inspects painting, carpentry, plumbing, electrical and other mechanical maintenance and construction work performed by staff, employees, and contractors;
Supervises maintenance, repair, and installation of boilers, and heating and ventilating equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of modern large-scale buildings and grounds operation and maintenance practices; good knowledge of the operation and maintenance of heating and ventilating equipment; good knowledge of the tools, terminology and practices of one or more of the mechanical or building trades; ability to supervise and inspect the work of building tradespersons; ability to plan and supervise building and grounds maintenance activities; ability to prepare short and long term capital improvement program; mechanical aptitude; dependability; initiative.

continued...

MINIMUM QUALIFICATIONS: Candidates must meet minimum qualifications at time of application.

Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in electrical engineering, mechanical engineering or a closely related field, **AND** two (2) years of specialized experience in large-scale building maintenance activities which shall have involved supervisory responsibilities; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in electrical engineering, mechanical engineering or a closely related field, **AND** four (4) years of specialized experience in large-scale building maintenance activities; two (2) years of which shall have involved supervisory responsibilities.

Adopted: 03/01/82
Revised: 07/19/96; 11/16/16