

Jurisdictional Class: Competitive  
Adopted: October 21, 2021

**ASSISTANT DIRECTOR OF MAINTENANCE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position involving responsibility for the oversight of mechanical processes performed by maintenance and transportation employees for the school district. The incumbent is responsible for ensuring appropriate maintenance of the school district's fleet of buses, as well as the district's buildings and grounds. The incumbent is typically responsible for supervision of automotive and building mechanics, and may also work alongside subordinate employees in carrying out and overseeing work details. The incumbent also performs manual labor and operates equipment related to the work. The work is performed according to established policies and procedures and in accordance with applicable State, local, and federal laws, rules and regulations which apply to school district facility operations and maintenance. The work may occur indoors or outdoors, possibly under adverse working conditions. The work is performed under general supervision, but considerable leeway is permitted for the exercise of independent judgement. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Supervises and assists with service, maintenance, and repair of all school district vehicles;  
Makes out periodic reports which include cost of operating each bus on the basis of expenses for gasoline, oil, grease, antifreeze, parts, labor wages, storage or rental, and other expenses;  
Approves all purchases of parts and materials;  
May take part in the hiring process of transportation and maintenance personnel;  
May supervise the work of maintenance and custodial staff related to Bus Garage facility;  
Supervises and performs minor repairs, construction, and installation to plumbing, heating, and electrical equipment, furniture and wells, floors, doors, and windows, roofs, screens, sprinklers, hardware and fixtures, and various equipment and machinery;  
Oversees, supervises, and participates in various miscellaneous skilled maintenance work in the areas of masonry, carpentry, electrical, plumbing, heating and cooling systems, roofing, sheet rocking, taping, painting, staining, etc.;  
Inspects and supervises the firing and maintenance of boilers and relating heating systems equipment;  
Inspects painting, carpentry, plumbing, electrical, and other mechanical maintenance and construction work performed by maintenance employees or private contractors;  
Performs visual inspections of painting, carpentry, plumbing, electrical, and other mechanical maintenance and construction work performed by private contractors, custodial, or maintenance employees to ensure work is conducted and completed in a satisfactory manner;  
Uses a variety of tools and operates a variety of motor and other equipment related to building and grounds maintenance and repair including snow blowers, lawn mowers, tractors, plow trucks, pick-up trucks, hedge trimmers, chainsaws, drills, reciprocating saws, screwdrivers, wrenches, pliers, hammers and plungers;  
Directs, assigns and evaluates the work of subordinate personnel and performs on-the-job training of custodial, maintenance and transportation staff as needed;  
Operates trucks, automobiles, and other motorized or mechanical equipment;  
Completes other projects or duties as assigned.

Assistant Director of Maintenance

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern building maintenance, repair, and construction practices;  
Thorough knowledge of the common practices, tools, terminology, environmental and safety precautions, and compliance used in repair and maintenance activities;  
Good knowledge of automotive repair methods and of the terminology and tools of the trade;  
Good knowledge of safety procedures and practices in the operation of automotive equipment;  
Good knowledge of standard transportation methods in the operation of buses;  
Good knowledge of operating low-pressure boilers and auxiliary heating system equipment;  
Skill as a general mechanic;  
Ability to follow oral and written instructions;  
Ability to plan and schedule work, including determining staff, equipment, and supplies needed;  
Ability to train and supervise subordinates  
Ability to visually inspect the work of building and transportation tradespersons and contractors;  
Ability to keep records and make reports;  
Mechanical aptitude;  
Sound judgement.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience: two (2) years of experience in the maintenance and repair of automotive equipment, and two (2) years of experience in general building maintenance or building trades work. One (1) year of the above required experience must have been in a supervisory capacity.

**SPECIAL REQUIREMENTS:**

Possession of a valid New York State driver's license and certificates appropriate to the vehicles, equipment and/or machinery operated at time of appointment or during the course of employment consistent with the needs of the School District.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:**

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.