

CLASS TITLE:

**ASSOCIATE DIRECTOR
OF MAINTENANCE
(CORRECTIONS)**

Class Code: 02566800

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize and direct the maintenance and repair of all buildings owned by the Department, and to be responsible for the maintenance of grounds and surrounding areas including fences and other security structures; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision with considerable latitude to take initiatives and exercise independent judgment. Work may be reviewed through inspection or reports to determine efficiency and effectiveness of the operations.

SUPERVISION EXERCISED: Plans, organizes, directs and reviews the work of maintenance and other skilled trade staff, and general office personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the maintenance and repair of all of the Department's buildings including; food preparation plants, small industrial shops, secured facilities, office buildings, and security fences and structures.

To plan and implement a regular program of building maintenance and repair including; interior and exterior carpentry, plumbing, electrical, and painting.

To plan and implement a regular groundskeeper and landscaping program, including snow removal and minor road repairs.

To ensure the maintenance and repair of heating and air conditioning systems, refrigeration units, emergency generators, fire control equipment, appliances, cooking equipment, and security devices.

To prioritize the Department's repair needs and calculate costs of parts and labor.

To review maintenance requests, calculate costs and determine method of payment.

To review work requests against vendor invoices to ensure proper work is completed and price is appropriate.

To develop and maintain a data based inventory control system and to ensure the integrity of information contained therein.

To develop, implement and review a regular fire prevention and control program.

To review contracts for vendor repair and maintenance services and select vendors in accordance with State purchasing procedures, and ensure proper payment.

To plan and implement major renovation and repair projects.

To operate and maintain maintenance vehicles and equipment such as tractors, lawn mowers and small tools.

To review financial data and prepare the maintenance division budget.

To prepare management reports on the division's activities operating costs, etc.

To research and report on methods of improving operational efficiency and reducing operation costs.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the field of building maintenance and repair; a thorough knowledge of the skilled building trades; knowledge of skilled mechanical trades such as refrigeration, heating and air conditioning; knowledge of data based inventory systems; knowledge of fire safety and control equipment and systems; knowledge of the principals and

practices of supervision; knowledge of planned maintenance programming methods; knowledge of basic budgeting practices; skill in reading and interpreting blueprints, plans, schematic drawings, and specifications; skill in reading and evaluate vendor contracts; the ability to assign and direct the work of a diverse staff; the ability to determine building maintenance and repair needs; the ability to prioritize and direct several diverse projects; the ability to prepare clear and concise management reports; the ability to calculate project costs; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: extensive employment in a supervisory position responsible for the maintenance and repair of a large, multi-purpose building or buildings; or in a position responsible for supervision of the construction or renovation of such buildings.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 15, 1991

Editorial Review: 3/15/03