

**CLASS TITLE: DEPUTY CHIEF, DIVISION OF FACILITIES MANAGEMENT**

**Class Code: 02545700**  
**Pay Grade: 37A**  
**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist the Associate Director within the Division of Facilities Management in the administration of a building operations, maintenance and repair program; to be responsible for supervising the activities of a designated section within the Division; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general direction of the Associate Director within the Division of Facilities Management with wide latitude for the exercise of independent judgment; work is reviewed through conferences and reports for conformance to agency guidelines.

**SUPERVISION EXERCISED:** Plans, assigns, supervises and reviews the work of a staff engaged in building construction, general/preventative maintenance and repair activities and building/facilities operations.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist the Associate Director within the Division of Facilities Management in the administration of the building and facilities operating and maintenance and repair program involving activities such as cleaning, heating and repairing public buildings and the maintenance of grounds and parking areas.

To be responsible for supervising the activities of a designated section within the Division.

To review requests for building maintenance and repair work and to approve routine requests and discuss major or unusual projects with Associate Director.

To review building inspection reports and to discuss items of an unusual nature with Associate Director.

To be responsible for seeing that regular field inspections of public buildings are promptly completed.

To confer with and advise Associate Director on the scheduling of major repair projects, the making of major repairs and related projects.

To compile and analyze pertinent data in order to assist the Associate Director in formulating agency goals and priorities and in determining policies, procedures and programs in reaching established goals.

To compile and execute sound fiscal management programs, involving the preparation of the divisional budget for the Associate Director's approval, maintenance of a quarterly allotment system, initiation of requests for transfer of funds, and maintenance of payroll records.

To have responsibility for various procurement functions involving the review of requests for materials, equipment and supplies, the preparation of purchase requisitions, and the maintenance of record of appropriations and expenditures.

To deal with vendors and contractors during the process of bidding for repair and replacement work.

To prepare regular and special reports.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of general building operating and maintenance activities; a thorough knowledge of the materials and equipment used in building operating and maintenance; the ability to compile and maintain the agency budget and to perform related fiscal functions; the ability to deal effectively with superiors, subordinates, vendors, and contractors; the

ability to assist in the formulation of agency policy and programs; the ability to plan, supervise and review the work of staff engaged in building construction and general/preventative maintenance and repair activities; the ability to supervise activities of the agency, as required; the ability to prepare clear and concise oral and written reports; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a responsible administrative position in the field of building operation and maintenance involving the maintenance of related fiscal and clerical records.

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

**SPECIAL REQUIREMENTS:**

1. At the time of appointment, must be physically qualified to perform assigned duties as evidenced by a physician's certificate; **and**
2. Must possess and maintain a valid Rhode Island driver's license as a condition of employment.

Class Revised: February 20, 2005