

NEW CASTLE COUNTY GOVERNMENT

Number 0846

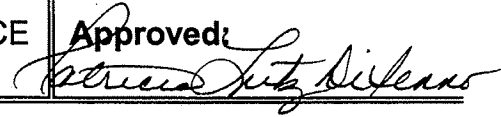
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Date 05/01/01

CLASS SPECIFICATION

Title: CHIEF OF BUILDING OPERATIONS AND MAINTENANCE

Approved:



GENERAL STATEMENT OF DUTIES: Plans and directs the activities of building operations, maintenance, and energy efficiency programs of designated County operated buildings and surrounding grounds; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class analyzes the comprehensive operational needs of various County operated buildings to include maintenance, energy efficiency and security programs. This employee conducts feasibility studies and recommends an appropriate course of action. This employee is responsible for implementing an appropriate program for maintenance, energy efficiency and security tailored to the individual needs of each County building under the employee's jurisdiction and works under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Conducts feasibility studies and prepares reports outlining plans for cost effectiveness of building modifications;
- Prepares bid specifications based on the individual operation and maintenance needs of County buildings;
- Monitors heat, ventilation and air conditioning systems for appropriate design and operation to promote energy efficiency;
- Designs or redesigns operational systems for heating, ventilation and air conditioning to conserve energy;
- Develops and monitors budgets for each separate facility and oversees purchasing requirements and functions;
- Coordinates contract awards for maintenance, alterations, repair, and security;
- Oversees services provided through contracts in the areas of maintenance, security and grounds care;
- Supervises and coordinates activities of employees in the building maintenance function;
- Acts as liaison between New Castle County, City of Wilmington and the public to ensure proper use of buildings and facilities;
- Handles complaints and resolves problems regarding facilities;
- Monitors computerized operation of heating, ventilation, air conditioning or any other operational system and resolves problems;
- Develops a preventive maintenance program;

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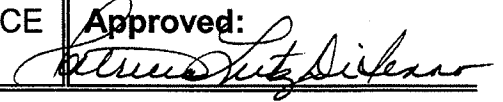
CLASS SPECIFICATION

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Date 05/01/01

Title: CHIEF OF BUILDING OPERATIONS AND MAINTENANCE

Approved:



- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of all phases of physical plant operations, maintenance and repair; thorough knowledge of planning, scheduling, supervision and physical plant administration; good knowledge of safety practices, safety laws, regulations and methods of fire prevention and control; good knowledge of methods of energy efficiency in building operations; good knowledge of record keeping and report writing; ability to plan, assign, supervise and inspect the work of others; ability to understand, use and revise building specifications; ability to communicate courteously and effectively, both verbally and in writing; ability to estimate budgetary expenditures and operational costs; ability to maintain good relationships with tenants and the public; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least three years experience in the maintenance and repair of buildings and facilities to include coordination and monitoring of construction projects, preparation and administration of an operational and capital budget, and at least one year responsible supervisory experience and possession of a Bachelor's Degree from an accredited college or university with major course work in engineering administration, architecture or business administration; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

HISTORY OF REVISIONS:

Established: 03/23/70
Revised: 07/01/73
Revised: 07/06/82
Revised: 06/05/89
Revised: 04/01/94
Revised: 07/01/97
Revised: 05/01/01