

DIRECTOR OF MAINTENANCE AND OPERATIONS
(VILLAGE/TOWN OF SCARSDALE)

GENERAL STATEMENT OF DUTIES: Administers and directs maintenance and operations activities of the Village/Town of Scarsdale; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: In accordance with Village/Town Board policies, is responsible for the administration and direction of work involved in the collection of garbage, the servicing of selected automotive and mechanical equipment owned by the Village/Town, the servicing and maintenance of the street lighting system, and the maintenance of all parks and municipally owned building facilities. Supervision is exercised over a staff of foremen, skilled, semi-skilled, unskilled and clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Prepares annual budget for units under direction or supervision;

Schedules work assignments of personnel assigned to the municipal garage;

Supervises the maintenance and upkeep of operating records of departments under his direction;

Supervises the collection of garbage and refuse;

Supervises the general maintenance and repair of all municipally owned parks, buildings, and facilities;

Supervises the maintenance of the street lighting system;

Schedules work assignments of personnel;

Supervises additions, new constructions and renovation to all municipally owned facilities;

Makes recommendations to the Village/Town Board regarding personnel changes for divisions under his/her supervision;

Makes recommendations on purchasing of equipment and articles;

Supervises annual inventory of automotive and mechanical equipment and all repair parts and supplies.

REQUIRED KNOWLEDGE, SKILLS ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices involved in the management of a public works unit or its equivalent; good knowledge of the equipment, tools and supplies used in the collection and disposal of garbage; ability to plan, layout and supervise the work of others; ability to keep records and makes reports; resourcefulness; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) eight (8) years of experience in public works, construction and/or maintenance work or building inspection and/or rehabilitation including four (4) years of experience in an administrative or supervisory capacity; or (b) graduation from a recognized college or university with a bachelor's degree in engineering, public administration or related fields and four (4) years experience as stated in (a) including the specialized experience; or (c) graduation from a recognized college or university with a Master's Degree in engineering, public administration or allied fields and two (2) years of experience in an administrative or supervisory capacity in public or private sector; or (d) a satisfactory equivalent combination of the foregoing training and experience.