

DIRECTOR OF FACILITIES AND GROUNDS

Town of Clarkstown

DESCRIPTION

The Town of Clarkstown is seeking a professional to manage the efficient operation and maintenance of the facilities, parks, recreation areas and all grounds owned and maintained by the Town. This position is responsible for planning, coordinating and overseeing town capital improvement projects. Successful candidate will need to exercise independent judgment and have supervision experience. The incumbent will formulate policy for the department, oversee selection, training and development of subordinate staff, coordinate with other departments within town, as well as, engineers, architects, vendors and civic groups on projects. Responsible for the development, preparation and monitoring of the capital and maintenance budgets, the inspection and evaluation of the physical condition of facilities, grounds and equipment to evaluate the need for renovation, repair or replacement. Successful candidate will implement comprehensive plan for maintenance, perform technical research, maintain records and prepare reports. Reports directly to the Town Supervisor and may be required to attend various board meetings.

REQUIREMENTS

Successful candidate will have extensive knowledge of building cleaning, maintenance and construction practices, procedures, tools and equipment; thorough knowledge of the methods, procedures and safety practices related to grounds maintenance work; thorough knowledge of the layout and care of parks, athletic fields and recreation areas; thorough knowledge of the building trades; good knowledge of administrative and management practices; good knowledge of the administration of capital projects; ability to plan and implement a long range maintenance program; ability to prepare, read and interpret plans and specifications; ability to maintain records and prepare reports; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others.

JOB INFORMATION

- . Location: New City, NY
- . Posted: June, 2016
- . Job Type: Full Time
- . Education and Experience: BA/BS or higher/Associates/HS Grad. in Architecture, Civil Tech., Engineering, Engineering Tech., Building Sciences, or comparable curriculum and 4/6/8 yrs exp. in building maintenance and/or construction involving one or more trade skills and in the maintenance of grounds, at least 2 yrs of which must have been in an administrative or supervisory capacity.

Send resumes to: clarkstownjobs@gmail.com