

# NEW YORK SCHOOL FOR THE DEAF

Occ. Code F-10  
November 1, 2018

## POSITION DESCRIPTION

**Title:** Director of Grounds and Maintenance

**Job Description:**

- Supervises the overall functions of the maintenance department in accordance with all NYSD, local, state, and federal laws, rules, and regulations.
- Anticipates conditions that might affect the school's mechanical, electrical, plumbing, ventilation, and air conditioning and takes corrective action to avoid disruption of any of these services.
- Develops and directs an ongoing maintenance program to ensure its' effectiveness and efficiency for all of the school buildings and grounds.
- Administer all maintenance records in electronic format, including schedules, future work plans, and all work performed and material changes.
- Follows New York State bidding process for proposals.
- Supervises work performed by third-party contractors and verifies that all work is satisfactorily complete per contract specification according to the recommendations by the Superintendent.
- Supervises and directs the maintenance program appropriate for Deaf students in keeping with the philosophy of the Superintendent and the Mission and Vision of the school.
- Ensures compliance with all regulations, policies, and procedures applicable to NYSD.
- Collaborates with the administrative team on environmental and safety issues. Suggest changes and/or repairs to comply with school health and safety in accordance with all federal, state, local, and environmental laws, OSHA, rules, and regulations.
- Responsible for staff training and development for maintenance and ground team in areas of federal and state laws, best practice, and workplace safety.
- Investigate conditions of buildings on a daily basis.
- Maintains a philosophy of preventive maintenance to ensure that facilities are up to date and maintained for.
- Submits bi-weekly reports to the Office of the Superintendent on Google TEAM drive.
- Utilizes applications for work automation and project management.

- Recommends the transfer, promotion, or termination of maintenance and grounds staff to the Human Resource Director and the Superintendent.
- Additional duties as assigned by the Superintendent.

**Qualifications:**

- Experience and knowledge of the construction, operation, and maintenance of mechanical, plumbing, electrical and HVAC equipment and processing
- Demonstrated knowledge and expertise in the basic techniques of carpentry and grounds maintenance
- Ability to communicate ideas and information in written and oral format to administrative staff, professional colleagues, and Board of Trustees
- Ability to supervise personnel
- Ability to estimate cost and work effort and submits reports
- Knowledge of basic American Sign Language or is willing to learn within 6 months

**TO APPLY:** FAX resume to (914) 703-4004 or email to: [employment@nysd.net](mailto:employment@nysd.net)

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