

# Vacancy Notice

Date notice posted: 4/20/23

# OCMBOCES



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## Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Assistant Director of Facilities III*

Division: Operations & Maintenance

Location: Multiple campuses within Onondaga & Cortland Counties

Duties: Assist the Director of Facilities by providing management of the day-to-day activities in the buildings and grounds department according to established policies and procedures. Ensures that work is being performed and completed in an efficient manner. The work involves responsibility for assisting in the management of heating, ventilation, a/c, lighting, and maintenance of BOCES buildings and grounds. May assist Director with budget preparation, and purchasing. May also assist in the supervision of Custodial Workers, Driver Messengers, and Maintenance Mechanics. Other duties as assigned.

Qualifications: Possession of a valid New York State driver's license.

Promotional: Two (2) years of permanent competitive class status in the title of Assistant Superintendent of Buildings and Grounds; or three (3) years of permanent competitive class status in the title of Custodial Supervisor or Asbestos Removal Project Crew Supervisor. Open Competitive: A. Graduation from a regionally accredited or New York State registered college with an Associate Degree in Engineering Technology or a closely related field and four (4) years of work experience in a supervisory capacity over custodial and maintenance personnel; or, B. Six (6) years of work experience, or its part time equivalent, in building maintenance, four (4) years of which must have been in a supervisory capacity over custodial and maintenance personnel.

This is a competitive class civil service position. Candidates must be reachable on the existing eligibility list. If there is no mandated eligible list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required promotional examination and being reachable on the **Assistant Director of Facilities III** eligibility list.

Salary: \$75,000 - \$85,000

Starting Date: On or about May 1, 2023

Closing Date: OPEN

**To apply, please forward cover letter and resume to:**

Personnel/Recruitment Office  
Onondaga-Cortland-Madison BOCES, PO Box 4754, Syracuse, NY 13221  
Phone: (315) 433-2634 / Fax: (315) 433-2650  
[recruitment@ocmboces.org](mailto:recruitment@ocmboces.org)  
[www.ocmboces.org](http://www.ocmboces.org)

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