

SOCIAL SERVICES OPERATIONS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the operational activities of the Department of Social Services, including fleet management, and building maintenance activities. The incumbent may also act as a receiving agent for the department. The work is performed under general supervision of the Fiscal Services Administrator. The incumbent exercises general supervision over work relief employees, courier, and janitors in the department. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs physical inspection of the building to identify safety and maintenance problems;
Identifies custodial deficiencies and meets with maintenance supervisor to alleviate problems;
Maintains records such as utilization and mileage performance reports necessary for efficient operation of the building and fleet;
Arranges for necessary repair work on fleet and inspects completed work;
Works with Department of Public Works, landlord representatives and other agencies to schedule building repairs and renovations;
Reviews repair billings for inconsistencies in parts and labor;
Directs Work Relief program participants in the maintenance of buildings and grounds;
Aids in completion of physical inventory of fixed assets and in routine maintenance departments inventory.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of maintenance and cleaning practices;
Working knowledge of the operation, maintenance and repair of transportation equipment;
Good knowledge of practices, tools, and materials used in the maintenance and repair of buildings;
Good knowledge of occupational hazards and necessary safety precautions;
Ability to prepare and maintain a variety of written records;
Ability to give clear concise oral instructions;
Ability to communicate understand and execute oral and written instructions;
Ability to plan and direct the work of others;
Mechanical aptitude;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from high school or possession of a high school equivalency diploma and two years experience in general building maintenance or trades work; or
- B) Graduation from a regionally accredited or New York State registered college or university with an Associates degree in automotive mechanics, carpentry, construction, or closely related field; or
- C) An equivalent combination of training and experience as indicated within the limits of A) and B) above.