

New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 2326000

Director NYSIF Property Services, M-3

Brief Description of Class

The Director NYSIF Property Services directs and coordinates buildings and facilities operations, and property management for all owned and leased New York State Insurance Fund properties statewide.

The Director NYSIF Property Services exists only in the New York State Insurance Fund (SIF).

Distinguishing Characteristics

Director NYSIF Property Services: one-position class; oversees the management, renovation, and operations of SIF's buildings; oversees the establishment of all policies and procedures related to statewide building operations.

Related Class

Public Buildings Managers plan and supervise the operation, maintenance, safety, and physical access control of State facilities. Incumbents implement policies and procedures and execute management directives at assigned facilities.

Illustrative Duties

Director NYSIF Property Services

Directs and coordinates the building and facilities operations and management of properties for all SIF locations.

Identifies, resolves, and makes final decisions on the most difficult or sensitive building operation issues.

Reviews, evaluates, and develops proposals and justifications for procuring new space and making alterations or additions to existing premises.

Oversees all contractor work and services and authorizes payment, in conjunction with contract administration.

Negotiates procurements, on-site inspections, the provision of engineering, architectural, maintenance, and security services, and the design, delivery, and installation of modular office furnishings and equipment.

Serves as agency code compliance officer, ensuring compliance with all relevant building codes and delivers annual reports and documents pertaining to contractor activity; meets with neighboring building management staff and represents management at statewide bi-annual health & safety committee meetings.

Oversees renovations, including the coordination of building permits and temporary relocations; inspects sites to ensure work is in accordance with plans and specifications.

Manages tenant relationships, including requests from tenants for renovations and coordinates emergency responses and security.

Plans for the evaluation and implementation of recommendations from the agency's security consultant; establishes policies and procedures for emergency building evacuation.

Administers training program for maintenance staff to handle daily monitoring needs and periodic maintenance of the sprinkler system.

Prepares and assists the Budget Unit with reviews of operational budgets, and monitors expenditures.

Plans and reviews surveys and studies of existing operations, organizational structure, policies, and procedures for effectiveness, accuracy, and adherence to management objectives.

Chairs the SIF real estate committee.

Establishes policies and procedures for retaining, storing, maintaining, and recovering closed files; and plans and oversees the transfer and periodic purging of closed files.

Oversees all security services including building access and surveillance.

Minimum Qualifications

Promotion: one year of service as a Public Buildings Manager 3 or a Building Construction Program Manager 2.

Open Competitive: a bachelor's degree and six years of experience related to the operation, maintenance, and rehabilitation of one or more office buildings, with one year of managerial experience.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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