COUNTY OF OTSEGO

LOCAL LAW NO. 4 OF 1995

LOCAL LAW TO ESTABLISH THE DUTIES OF DIRECTOR OF BUILDING SERVICES OF THE COUNTY OF OTSEGO

BE IT ENACTED by the Otsego County Board of Representatives as follows:

Section 1. Creation of Position of Director of Building Services

The position of Director of Building Services for the County of Otsego was created by Resolution No. 210 on September 1, 1993. The position shall be filled by the appointment of the Otsego County Board of Representatives and the person so selected shall serve at the pleasure of the Otsego County Board of Representatives.

Section 2. Qualifications.

A. At the time of appointment, the Director of Building Services shall have the following training and/or experience:

1) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree with a major concentration in one of the following areas: electrical technology, plumbing, heating and air conditioning, or building construction and two years of satisfactory experience in the maintenance or construction of large scale buildings; or

2) Four years experience in the maintenance or construction of large scale buildings; or

3) An equivalent combination of training and experience as described in 1 and 2 above.

B. The appointee need not be a resident of Otsego County at the time of appointment, but shall become so within sixty (60) days of appointment and remain so during his/her employment with Otsego County. Failure to become such a resident or to remain such a resident shall be cause for dismissal by the Otsego County Board of Representatives.

Section 3. Length of Term

The Director of Building Services shall serve at the pleasure of the Otsego County Board of Representatives.

Section 4. Salary

The position of Director of Building Services shall be a full time position. The salary to be paid such Director of Building Services shall be fixed by the Otsego County Board of Representatives from time to time.

Section 5. Duties of the Director of Building Services

The Director of Building Services shall report directly to the Buildings Committee of the Otsego County Board of Representatives and shall be subject to its supervision, direction and control as set forth herein and in such other resolutions and rules as the County Board may enact. The Director of Building Services shall perform all duties now or hereafter conferred upon the position by the County Board including, but not limited to, the following:
A) Interview and hire candidates for all positions in the Building Services Department.

B) Evaluate, promote, demote, and discharge all employees in the Building Services Department.

C) Supervise and participate in the maintenance and repair of structural deficiencies, heating, plumbing and other related electrical and mechanical equipment.

D) Oversee all maintenance personnel and conduct workshops and training programs on the safe and efficient cleaning, maintenance and operation of the County-owned facilities and grounds.

E) Develop and schedule preventive maintenance programs to keep the County's buildings, grounds and equipment in safe and efficient operating condition.

F) Maintain appropriate records for all maintenance operations in all County-owned buildings.

G) Consult with and assist department heads in the preparation of their annual budgets in the areas of maintenance activities (i.e. health-related facility, Public Safety Building, Highway, etc.) and prepare the annual budget for all other County-owned buildings and is responsible for the proper expenditure of funds allocated to maintenance in these other buildings.

H) Serve as Clerk of the Works/Construction Manager for contractual services pertaining to the County's facilities.

I) Conducts necessary inspections and appraisals pertaining to the facilities as required by law as well as the filing of related reports.

Section 6. Oversight of Director of Buildings Services

The Director of Building Services shall be responsible to the Otsego County Board of Representatives through the Buildings Committee.

Section 7. Powers of the County Board

Nothing contained herein shall be construed as modifying, transferring or abolishing any power, duty or authority of the Otsego County Board of Representatives, any county department or its head or any elected or appointed officials provided by law.

Section 8. Severability of Provisions

If any part of this Local Law is for any reason held to be unconstitutional or invalid, such decision shall not affect the remainder of this Local Law. The Otsego County Board of Representatives hereby declares that it would have passed this Local Law and each section and subsection, thereof, irrespective of the fact that any one or more of these sections, subsections, sentences, clauses or phrases may be declared unconstitutional or invalid.

Section 9. Effective Date

This Local Law shall take effect immediately.
RESOLUTION NO. 268

RESOLUTION - ADOPTING A LOCAL LAW FOR THE YEAR 1995 (A LOCAL LAW TO ESTABLISH THE DUTIES OF DIRECTOR OF BUILDING SERVICES OF THE COUNTY OF OTSEGO)

HENDERSON, DANIELS, ZUMMO

WHEREAS, there was duly presented to the Board of Representatives of the County of Otsego at a regular meeting duly held in the Meeting Room of the Board of Representatives in the Otsego County Office Building, Cooperstown, New York on December 6, 1995, a Local Law for the year 1995 entitled "A Local Law to Establish the Duties of Director of Building Services of the County of Otsego"; and

WHEREAS, a public hearing was duly held on the proposed Local Law at the Meeting Room for the Board of Representatives in the Otsego County Office Building, Cooperstown, New York on the 20th day of December, 1995 at 7:30 p.m., at which time all interested persons were heard; now, therefore, be it

RESOLVED, that a local law of the County of Otsego for the year 1995, as above set forth, be and the same is hereby adopted.

STATE OF NEW YORK :
COUNTY OF OTSEGO :

I, Laura A. Child, Clerk of the Board of Representatives of Otsego County, New York, DO HEREBY CERTIFY that I have compared the foregoing copy of resolution with the original resolution on file in my office and that the same is a true and complete copy thereof as duly adopted by said Board of Representatives while in session on the 20th day of December, 1995.

WITNESS my hand and the official seal of the Board of Representatives of Otsego County, New York, this 21st day of December, 1995.

(SEAL)

Laura A. Child
Clerk, Board of Representatives
Otsego County, New York