

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

FACILITIES ADMINISTRATOR

QUALIFICATIONS:

1. A Bachelors Degree with coursework in construction/engineering.
2. At least ten (10) years of specific experience in a school district, business, industry or governmental agency in facilities management.
3. At least four (4) years of experience in the area of planning or maintaining physical facilities (preferably in an elementary, secondary educational setting).
4. Successful supervisory experience and a working knowledge of the maintenance/safety of the district.
5. Exemplary employment record.
6. Must possess the ability to relate with and present effectively to students, teachers, administrators and the general public.
7. Experience in dealing with compliance reporting.
8. New Jersey Facilities Certification or eligibility required.

REPORTS TO:

Business Administrator

JOB GOAL

The Facilities Administrator is responsible for all facilities and grounds in the Trenton School District, and will ensure that all school buildings and grounds are maintained and operated so as to support instructional programs.

PERFORMANCE RESPONSIBILITIES:

1. Supervises all staff in the custodial and maintenance program.
2. Prepares operational and maintenance budget for the entire department.
3. Prepares and approves department payroll information, personnel files for all custodians, laborers and mechanics.
4. Assumes responsibility for the overall maintenance and repair requirements for the entire school district and supervises the work in accordance with outside contracts, as appropriate.
5. Assists in the preparation of a long-range preventive maintenance, of safety plan for School Facilities master plan.
6. Assists in recruitment, employment, assignment, transfer and evaluation of maintenance, custodial and telephone equipment.
7. Assist and advises in disputes concerning job specifications and scope of work with all contractors, architects, engineers, vendors and all related parties.
8. Oversees maintenance of all Board of Education vehicles, equipment and telephones.
9. Prepares monthly progress report on all construction and repairs involving Building and Grounds for the Superintendent, Business Administrator and Board of Education.

10. Coordinates, implements and monitors all safety and energy conservation practices.
11. Coordinates and advises the school district's Safety Committee.
12. Supervises all applications and permits for use of all school buildings and grounds.

PERFORMANCE RESPONSIBILITIES (continued):

13. Keeps the school district informed of trends, codes, rules, regulations and law governing safety, health and security.
14. Performs such other duties related to the operation of the Buildings and Grounds Department as assigned by immediate supervisor (or person designated by immediate supervisor) including functions of any higher, equal or lower level positions.
15. In conjunction with construction management and architectural firms, prepares and oversees all capital projects.
16. Attends Board of Education meetings as required and represents the District on the Board Buildings and Grounds Committee.

TERM OF

EMPLOYMENT: Twelve (12) Months

BARGAINING UNIT: CFA

SALARY: Salary to be determined by Board of Education or by appropriate placement on the application guide.

STATUS: Hourly____ Salaried X
Exempt____ Non-Exempt X

EVALUATION: Performance of this position will be evaluated annually in accordance with provisions of the Board's policies and procedures for Confidential Administrators.

BOARD APPROVAL: 3/23/15

Board Approved
October 26, 2015