

JOB DESCRIPTION

TRENTON
BOARD OF EDUCATION
MANAGERS
Facilities Manager

JOB TITLE: FACILITIES MANAGER

REPORTS TO: Facilities Administrator, Buildings and Grounds

SUPERVISES: Maintenance and Custodial Personnel

NATURE AND SCOPE OF JOB:

Assist the Facilities Administrator in organizing, administering, and leading a comprehensive program for all maintenance and custodial services required to operate and maintain an efficient and economical building management system for all District-owned facilities, grounds, equipment, and furnishings, so that all students, staff, and the community are assured of clean, safe, well kept, and healthy learning and working environments.

QUALIFICATIONS:

The Facilities Manager shall:

1. Be required to enroll in the Rutgers NJ Educational Facility Manager Courses in order to meet the prerequisite of a Certified Educational Facilities Manager pursuant to N.J.S.A. 18A:17-45. Must enroll within one year of employment.
2. Hold a Bachelor's degree in Construction/Facilities Management or have served in the capacity of a Buildings and Grounds Supervisor in a school district continuously for five (5) years.
3. Have at least five (5) years' experience in construction and/or property management in a supervisory capacity.
4. Demonstrate knowledge of construction codes, health and safety regulations, financial and management practices, purchasing, supervision and motivation of personnel, and state and local regulations regarding the maintenance of buildings and equipment.
5. Hold a Black Seal license.
6. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
7. Have excellent leadership and organizational skills and the ability to motivate people.
8. Have excellent integrity and demonstrate good moral character and initiative.
9. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
10. Demonstrate the ability to communicate effectively in English both orally and in writing, including Standard English usage, grammar and vocabulary.
11. Demonstrate the ability to use technology for word processing, data management, presentations and telecommunications.
12. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education in accordance with N.J.A.C. 18A:6-7.1.

14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation in accordance with N.J.A.C. 6:3-4A.4.
15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

EMPLOYMENT TERMS:

The Facilities Manager shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified for a confidential employee.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Facilities Manager shall assist the Facilities Administrator with the following:

1. Administer the Buildings and Grounds department.
2. Lead, organize, manage, and supervise all maintenance and custodial operations of the District in compliance with all applicable federal, state, and local laws and regulations and Board of Education policies and procedures.
3. Develop and implement the multi-year Comprehensive Maintenance Plan (N.J.A.C. 6:8-4.9(a) 7) that is both corrective and preventative for the upkeep of all facilities, grounds and the major facilities systems (HVAC, mechanical, plumbing, electrical, and structural) of the District.
4. Recommend facility improvement and modernization to improve the systems, equipment, and facilities of the district.
5. Serve as liaison for the District on the Long Range Facilities Plan and to the Department of Education and the Schools Construction Corporation.
6. Recommend policies and regulations dealing with facilities.
7. Develop a custodial services plan for each building that outlines the tasks of and expectations for custodial employees, indicating a detailed daily and periodic schedule for cleaning and simple repairs of the facilities. Establish and implement an effective summer and non-school day program of specialized cleaning and repairs.
8. Supervise a personnel management program for the Building and Grounds Department that includes a written evaluation process that incorporates the recommendations of building level administrators. Recommend the continued employment, discipline, or dismissal of all custodial and maintenance personnel in accordance with the collective bargaining agreements, Board policy and applicable codes and laws.
9. Develop and supervise work and vacation schedules for all custodial and maintenance personnel including substitutes.
10. Monitor and approve time records of all maintenance and custodial personnel, and approve all overtime using established procedures and budgets.
11. Establish and implement a program of safety, accident prevention, and health maintenance for all employees, including safe and proper use of equipment, vehicles and materials, identification and prevention of hazards, air quality controls, Right to Know programs, and prevention of accidents and injuries. Work cooperatively with community and state agencies, including the police, fire, emergency, and health departments, to ensure that high standards of health, sanitation, and safety are maintained throughout all of the District's facilities and grounds.
12. Provide a regular program of staff development to promote, cleanliness, efficiency, effective procedures, communication skills, work attitudes, and ethics.

13. Provide and monitor a system of regular building, equipment, and grounds inspections to meet all Federal, State and local requirements, including the annual Department of Education's Checklist, submitting all reports in a timely fashion.
14. Conduct regular inspections of all school facilities, grounds, and equipment to ensure that high standards for cleanliness, attractiveness and safety are maintained. Recommend upgrades as needed.
15. Analyze all accidents and regularly search for patterns in injury reports in order to establish corrective procedures to reduce the potential for future accidents or hazards.
16. Monitor and recommend systems and procedures to ensure the security of all facilities.
17. Establish and maintain a system of financial records, controls, and accounting procedures for the repair and maintenance of the facilities in accordance with GAAP and applicable regulations, submitting all reports in a timely fashion. Correct immediately any audit exceptions.
18. Develop and recommend the Buildings and Grounds budget, and then administer the approved budget, completing all required documentation.
19. Maintain current drawings and engineering records describing District facilities, equipment, and grounds.
20. Maintain the Fixed Assets Inventory, following the requirements of GAAP.
21. Maintain an inventory control system and purchase supplies, parts, and equipment through the established bid or price quote process that follows Federal, State and local regulations.
22. Assist the Facilities Administrator with the development and annual review of the District's Long Range Facilities Plan (N.J.A.C. 6A Chapter 26).
23. Approve the specifications and recommend contractors to perform maintenance and repair services, using established district procedures. Supervise and inspect the work performed and recommend payment upon satisfactory completion of the work.
24. Develop, implement and monitor an effective grounds maintenance program, including playground equipment, to ensure that the grounds are attractive and safe. Work cooperatively with the Athletics Director and principals in the preparation of playing fields and facilities for athletics and school activities.
25. Communicate regularly with the Superintendent, School Business Administrator and principals and appropriate staff about the needs and regulations and procedures for the effective operation of the buildings and the maintenance and custodial programs of the schools so that cooperative working relationships with building staff are encouraged and maintained.
26. Supervise removal of snow and ice so that safe conditions exist and schools can be opened in a timely manner.
27. Develop, implement, and monitor an energy conservation program, making recommendations for efficiency and reduction in the costs of operating the facilities.
28. Provide and maintain an efficient and effective waste disposal system with provisions for recycling of all waste permitted by local and State regulations.
29. Develop and implement in-service programs and activities for staff members.
30. Operate electronic and other equipment needed to carry out job functions and responsibilities.
31. Maintain effective communications with students, staff, and parents to elicit support and to seek perceptions and ideas for the improvement of the facilities.
32. Research and make recommendations for improvement in the effectiveness and efficiency of the repair, maintenance, and cleaning services so that attractive, healthy, and safe facilities are provided.
33. Attend required meetings and serve, as appropriate, on staff committees.
34. Notify and assist the administration and appropriate emergency personnel of any emergency, and potentially dangerous or unusual situations.
35. Understand and communicate current developments in the repair, maintenance, and custodial areas through reading, participation in appropriate workshops or meetings, and involvement in professional organizations.

36. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
37. Use computers and/or electronic equipment to fulfill job functions.
38. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
39. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
40. Adhere to Federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
41. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Facilities Administrator, and not otherwise prohibited by law or regulation.

EVALUATION

The Facilities Manager shall be evaluated in accordance with Board of Education Policy.