

PASSAIC BOARD OF EDUCATION
Passaic, New Jersey

JOB DESCRIPTION

TITLE: **Coordinator of Facilities**

QUALIFICATIONS:

1. A bachelor's degree or higher; preferably in engineering or in a field related to maintaining and supervising building, facilities, or grounds; or equivalent combination of education and work experience; high school diploma or equivalent required.
2. Possess or obtain an educational facilities manager certificate pursuant to State law and regulations.
3. At least five (5) years working in construction; engineering; or property, building, or grounds management; or equivalent.
4. Knowledge of construction codes, health and safety regulations, financial and purchasing practices, and state and local regulations regarding the maintenance of buildings, grounds, and equipment. 5. Hold and maintain a valid driver's license for the type of equipment to be driven.
6. Management and communication skills.
7. Required criminal history background check and proof of U.S. citizenship or legal registered alien status.

REPORTS TO: Director of Operations

SUPERVISES: Facilities division staff
 Maintenance and Custodial staff
 Other staff members as the Superintendent may designate.

PERFORMANCE RESPONSIBILITIES:

1. Establish and promote high standards and expectations for all staff for excellent performance and responsibility for behavior.
2. Lead, manage, supervise, develop, and evaluate personnel supervised and other staff members as the Superintendent may designate in accordance with law, code, and Board policy.
3. Work with human resources division on staff recommendations for the recruitment, appointments, placement, promotion, transfer, discipline, and termination of personnel. Recommend the renewal or non-renewal of staff.
4. Develop and prepare of the annual school budget.
5. Develop, maintain, monitor, and update the Board's policies, regulations, exhibits, and forms.

6. Assist with any audits and investigations of the district of any of its schools, divisions, departments, offices, or facilities. Correct immediately any audit exceptions.
7. Organize, administer, and lead a comprehensive program of maintenance and custodial services that provide and maintain in an efficient and economical manner the facilities, grounds, equipment, and furnishings of the district, so that all students, staff, and the community are assured of clean, safe, attractive, and healthy places in which to learn and work. Oversee, evaluate, and supervise the operation and functioning of the district and its schools, consistent with the vision, mission, and goals for the district, including the following programs and areas:
 - a. Building and Facilities Operations
 - b. Comprehensive Maintenance Plan
 - c. Energy Conservation Program
 - d. Facilities Checklist
 - e. Fixed Assets Inventory
 - f. Grounds Maintenance Program
 - g. Long-range Facilities Plan
 - h. Maintenance and Custodial Operations
 - i. Snow Removal Program
 - j. Waste Disposal and Recycling Systems
 - k. Work Order System
 - l. Any and all other programs as determined by the Superintendent of Schools or designee.
8. Develop and implement the multi-year Comprehensive Maintenance Plan 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.
9. Provide an efficient work order system for repairs of facilities and equipment that ensures that all maintenance and repairs are completed in a timely fashion, and provide regular work order status reports to the Director of Operations and Principals.
10. Recommend facility improvement and modernization to improve the systems, equipment, and facilities of the district.
11. 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.
12. Develop and supervise work schedules for all custodial and maintenance personnel, including substitutes. Process all requests for attendance at conferences and absences.
13. Monitor and approve time records of all maintenance and custodial personnel, and approve all overtime using established procedures and budgets.
14. 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.
15. 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.
 16. Provide and monitor a system of regular building, equipment, and grounds inspections to meet all federal, state, and local requirements, including the annual Facilities Checklist, submitting all reports in a timely fashion.
 17. Conduct regular inspections of all school facilities, grounds, and equipment to ensure that high standards for cleanliness, attractiveness and safety are maintained. Recommend any improvements needed.
 18. 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.
 19. Monitor and recommend systems and procedures to ensure the security of all facilities.
 20. Establish and maintain a system of financial records, controls, and accounting procedures for the repair and maintenance of the facilities.
 21. 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.
 22. 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 administrators of health, physical education, and athletics and with Principals in the preparation of playing fields and facilities for athletics and school activities.
 23. Communicate regularly with the Director of Operations, 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.
 24. Supervise removal of snow and ice so that safe conditions exist and schools can be opened in a timely manner.
 25. Develop, implement and monitor an energy conservation program, making recommendations for efficiency and reduction in the costs of operating the facilities.
 26. Provide and maintain an efficient and effective waste disposal system with provisions for recycling of all waste permitted by local and state regulations.
 27. Maintain effective communications with staff and parents to elicit support and to seek perceptions and ideas for the improvement of the facilities.

28. 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.
29. Notify and assist the administration and appropriate emergency personnel of any emergency, and potentially dangerous or unusual situations.
30. Assist the Superintendent in long range and strategic planning for the district.
31. Work on the selection, ordering, coordination, maintenance, distribution, and inventory of all materials, equipment, parts, supplies, and technology.
32. Attend all meetings of the Board of Education and its committees as required by the Superintendent or his designee.
33. Participate in staff meetings, administrator meetings, and committee meetings.
34. Maintain copies of all necessary records and forms related to supervised programs and services.
35. Assist in the determination of types of programs and services needed by the district and make appropriate recommendations.
36. Report on the status of district programs and services at the request of the Superintendent.
37. Interpret the programs and policies of the district to staff and the community at large.
38. Maintain liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools.
39. Work with local, state, and federal agencies that provide services to the district.
40. Keep the staff informed and seek ideas for the improvement of the district. Conduct meetings as necessary for the proper functioning of the district.
41. Maintain effective communications with agencies and resources outside of the district, representing the district at community, state, and professional meetings.
42. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
43. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
44. Observe strictly and exceed, to avoid the appearance of conflict, all requirements of the School Ethics Act and board policy on vendor relations 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.

45. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.
46. Make staff recommendations to the Director of Operations in the areas supervised; including, but not limited to appointments, transfers, and discipline.
47. Participate on interview committees as required by the Superintendent.
48. Prepare drafts of Board policies for the Superintendent's review to implement and improve the functions of the areas supervised.
49. Oversee the professional development of personnel supervised.
50. Oversee and handle State and Federal monitoring relative to the areas of supervision. Oversee the implementation of New Jersey QSAC or equivalent system.
51. Perform all other duties as required by law, code, or Board policy.
52. Perform such other tasks and assume such other responsibilities as the Superintendent or designee may assign from time to time and not otherwise prohibited by law or regulation.

TERMS OF EMPLOYMENT:

1. Twelve (12) months.
2. Contract terms, salary, and benefits as established by the collective bargaining agreement.
3. Conditions established by laws and codes of New Jersey; and policies, rules, and regulations established by the Passaic Board of Education.
4. Non-tenurable.

EVALUATION: Evaluated by the Director of Operations.