

VACANCY NOTICE

DATE: April 21, 2017

POSITION: Facilities Operations Manager

WORK YEAR: August-June

ASSIGNMENT: District

EFFECTIVE DATE: August 21, 2017 or To Be Determined

QUALIFICATIONS: See Attached Job Description

SALARY: Salary Commensurate with experience.

If interested go to our district website to apply by May 22, 2017 to:
www.applitrack.com/galloway/onlineapp/

James Bruffy
Human Resources Mgr.
District Office

Any applicant conditionally offered employment will be required to submit to testing for illegal drug use prior to appointment by the Board of Education.

Equal Opportunity/Affirmative Action Employer/P.L. 91-142 and Section 504 of the Rehabilitation Act of 1973.

Galloway Township Public Schools

Job Description

Title: Facilities Operations Manager

Qualifications:

1. Certified Educational Facilities Manager Certificate. If not certified, this must be obtained within 2 years of employment, as required by the State of New Jersey. **N.J.S.A. 18A:17-49**
2. High school graduate or equivalent. College level course work preferred.
3. Black Seal License or course registration required. Other appropriate licenses as required.
4. Experience in personnel management in building maintenance, grounds upkeep and custodial services or related trades.
5. Experience and/or knowledge in maintenance and custodial services, carpentry, electricity, plumbing, HVAC computer control systems, locksmithing, security/surveillance systems and indoor air quality.

Reports to:

School Business Administrator/Board Secretary

Job Goal:

Provides for the direction and supervision of all maintenance workers, as well as the evaluation of their work. Ensures the delivery of services described within the job function. Strives to achieve an excellent level of customer satisfaction.

Job Functions:

1. Recommends annual goals for improvement in the given areas of responsibility. Is responsible for the implementation of said goals.
2. Delegates responsibilities to better fit the needs of the district, department and building operations.
3. Inspects and verifies adequacy of all subordinate work assignments.
4. Works in cooperation with the Business Administrator and/or Building Principals in the information and development of dual use and change of use for classroom space as required by County Superintendent.
5. Orders supplies and equipment in accordance with the district procedures in concert with business office personal. Communicates with vendors as needed.
6. Maintains an inventory system for district-owned equipment and tools as well as non-instructional supplies and equipment.
7. Evaluates the Assistant Facilities Operations Manager, Facilities Secretary and Maintenance personnel. Ensures proper evaluation procedures are followed regarding Head Custodians.
8. Provides input to the School Business Administrator for the development of annual budgetary needs.
9. Develops the automated annual preventative maintenance schedule.
10. Monitors employee attendance of the Assistant Facilities Operations Manager, Facilities Secretary and Maintenance Department along with audio recordings of call outs and timecard from Maintenance staff.

11. Implements, maintains, and updates designs through various computer programs:
 - building maps
 - office space
 - change of use space-classroom
 - bus drop off/pick ups
 - district facilities
12. Monitors outside contracted services (electrical, plumbing, HVAC, painting etc.).
13. Attends the appropriate administrative Board of Education meetings with the Assistant Facilities Operation Manager.
14. Hosts morning briefing with maintenance staff to address building operation needs and work assignments.
15. Acts as the energy coordinator for the district and is responsible for implementing district wide energy conservation initiatives.
16. Oversees community use of school facilities in accordance with policy.
17. In the absence of the Assistant Facilities Operations Manager, provides direction to the custodial staff.
18. Performs other tasks the Superintendent of Schools and the School Business Administrator may delegate or assign.
19. Provides monthly written reports to the School Business Administrator.

Terms of Employment:

12 month contract whereby duties shall be accomplished within an anticipated range of 40 + hours per week

Salary:

Annual contractual salary determined by the Board of Education. Overtime is non-compensation except in cases where it is pre-approved by the Business Administrator. The rate of compensation will be determined based on the nature of the work being performed.

Evaluation:

Job performance will be evaluated annually by the School Business Administrator.

Board Approved: May 19, 2014