



## **JOB DESCRIPTION**

### **DIRECTOR OF FACILITIES**

#### **MARION P. THOMAS CHARTER SCHOOL SUMMARY:**

Marion P. Thomas Charter School (MPTCS) is the largest independently-operated free public charter school in Newark, NJ. It was established in 1999 by a group of individuals who were born and raised in Newark and wanted to provide the best possible educational experience for the next generation of Newark students. MPTCS is the largest minority-led charter school in Newark and is one of a few such schools in the country, reflecting both its student population and the community it serves. Since 1999, MPTCS has grown from four classrooms to three campuses and now serves 1,500 students from pre-kindergarten through 12<sup>th</sup> grade. The district is seeking an experienced Director of Facilities to oversee all construction management, facilities, maintenance and custodial operations.

**TO APPLY SUBMIT YOUR RESUME AND COPY OF YOUR CERTIFICATE TO TREESE @MPTCS.ORG.**

#### **POSITION SUMMARY:**

To oversee day to day custodial and maintenance operations of District facilities and ensure a safe, clean, and comfortable school environment; manage projects' timeline, priority, progress and completion approval; to carry out administrative tasks to include serving as the District point of contact for all local, state and federal compliance visits (Right to Know, PEOSH, annual Fire Marshall compliance inspections, Health Official inspections) as required; to maintain and operate the facilities to the required standards. Reports to the School Business Administrator. Supervises Assistant Facilities Managers and Custodians.

#### **ESSENTIAL DUTIES:**

- Examine school sites on a regular basis to determine needed repairs and maintenance.
- Establish and recommend priorities for repair projects.
- Evaluate all submitted work orders and recommend assignments. Monitor progress of all work orders.
- Assign and supervise maintenance teams to handle more involved projects.

- Inspect schools on a regular to determine quality of cleaning effort
- Act as liaison between various township and state offices, e.g., Fire Department, Board of Health, Right-to-know, HAZMAT, etc.
- Develop and maintain an inventory of maintenance equipment used at the district level.
- Advise in the hiring of contractors to perform certain maintenance or repair services.
- Maintain district guidelines on energy conservation and recycling.
- Provide periodic in-service workshops for all maintenance personnel.
- Coordinate annual Right-to-Know training.
- Be readily available to the school district in the event of emergencies for snow removal, storm damage and/or vandalism.
- Develop cost estimates of repair projects in terms of labor, material and overhead.
- Provide work assignments and conduct random work site checks for safety and job completion.
- Supervise the conduct of the district preventive maintenance program.
- Conduct periodic visits to schools and visit principals to identify any special problems.
- Perform other duties as may be assigned for the efficient operation of the school district.
- Complete the annual comprehensive maintenance plan.
- Ensure all certifications remain updated as required by law. The certifications include but are not limited to: fire inspections, elevator inspections, boiler inspections, lead testing, etc.
- Facilitate and monitor approved construction projects.

#### **KNOWLEDGE AND ABILITIES:**

- Possess the New Jersey Educational Facilities Manager Certificate or meet the requirements of a “Certified Educational Facilities Manager” pursuant to NJSA 18A:17-49.
- Five (5) or more years of experience in facility maintenance, design and construction, custodial operation functions and/or property management, overseeing multiple school buildings, with a minimum of five (5) years in a supervisory capacity.
- Knowledge of plant operations and maintenance, custodial cleaning methods and procedures, and heating and ventilation systems.
- Currently possess or be in the process of obtaining a NJ Black Seal or higher license.
- Knowledge of proper handling of hazardous waste materials.
- Familiarity with computerized HVAC systems.
- Experience with OSHA, AHERA, Fire Codes and Right to Know procedures.
- Demonstrate a high degree of initiative in resolving problems and developing and implementing solutions in an independent manner.
- Excellent project management skills.
- Demonstrate superior interpersonal and communication skills (written and oral).
- Extraordinary attention to detail.
- Strong ability to think strategically and creatively to strike right tone when working through complex issues with internal and external stakeholders.
- Ability to organize and prioritize work to meet concurrent deadlines.
- Ability to generate and interpret financial district and department reports.
- Knowledge of accepted business practice in school districts related to budget preparation and administration.

#### **REQUIREMENTS:**

- 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.

- Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with N.J.A.C.18A:6-7.1.
- Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
- Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
- Possess a valid New Jersey driver's license.
- Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.

**TERMS OF EMPLOYMENT:**

- 12 months, salary and benefits commensurate with experience and as determined by the Marion P. Thomas Board of Trustees