

**MONROE TOWNSHIP PUBLIC SCHOOLS**  
**Williamstown, New Jersey**

**JOB DESCRIPTION**

**TITLE:** Facilities, Buildings, Projects, and Operations Director

**QUALIFICATIONS:**

- Experience in managing building construction projects and maintenance work.
- Demonstrate ability to manage and supervise the fiscal and operational aspects of facilities, maintenance, custodial, and grounds, preferably in a public school setting.
- Proven experience in working collaboratively with a variety of people, contractors, and vendors.
- Demonstrate knowledge of architecture, school construction, engineering, plant operations, maintenance and management, and school safety.
- 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.
- Ability to coordinate the activities of the facilities department throughout the district.
- Experience with planning, management, organizational, and leadership skills.
- Communicate clearly and concisely, both orally and in writing.
- Educational Facilities Manager Certification (CEFM) required.
- OSHA 10 certification preferred or willing to obtain.
- Required criminal history background check.
- Proof of U.S. citizenship or legal resident alien status.
- Meets the health qualifications required of all personnel.
- Valid Driver's License.
- Meets the NJ residency requirements or willingness to relocate to NJ within 365 days of employment.
- Knowledge of Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq., and other State laws and regulations regarding procurements.

**REPORTS TO:** Superintendent/School Business Administrator/Board Secretary

**POSITION GOALS:**

- To organize, administer, and lead a comprehensive program of maintenance, custodial, and grounds services that provide and maintain, in an efficient and economical manner, a district where all students, staff, and community are assured of clean, safe, and healthy places in which to learn and work.
- This position is established to be a bridge between the district and outside contractors, services, and vendors related to all facilities.

**SALARY:**

- Salary and benefits as determined by the MTPS Board of Education.
- This is a full-time, non-affiliated position.

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**PERFORMANCE RESPONSIBILITIES:**

Buildings and Grounds:

- Supervises and oversees the custodial, maintenance, and grounds contractor.
- Works in collaboration with the Superintendent and/or designee to recommend any hiring, discharge, and/or discipline of employees under the custodial, maintenance, and grounds contract.
- Continuously collaborates and schedules the overall planning of maintenance and repairs of the facilities and equipment.
- Creation and maintenance of project legend.
- Develops a system/process/procedure to inspect the work performed by buildings, grounds, and maintenance.
- Conduct quarterly and annual QSAC facility walkthroughs with buildings and grounds staff and school administrators, and report appropriately to ensure compliance in all areas. Any areas in need of improvement will be addressed to be in compliance.
- Coordinate school-level and district-level facilities committees, as needed and directed by Superintendent.
- Assist School Business Administrator and other district personnel with long-range facility plans and projects.
- Work with architects and engineers to develop and implement long-range facility plans.
- Provide worker's compensation investigations regarding facilities.
- Oversee M-1 Comprehensive Maintenance Plan.
- Develops and maintains a master report of all inspections which include the type of inspection, deadlines, contact information, and costs.
- Manage energy savings schedules for winter and summer.
- Coordinate and supervise removal of snow and ice with custodial, maintenance, and grounds personnel so that safe conditions exist and schools can be opened in a timely manner.
- Manages all aspects of waste management to include, but not limited to, recycling and waste disposal with contracting services.
- Work in collaboration with the Business Administrator to schedule TAB shredding and notify appropriate staff to prepare for shredding.
- Work in collaboration with the technology department to provide assistance with the management of the phone and intercom communication systems.
- Management/monitoring of School Dude System.
- 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 through the maintenance module within School Dude System.

Capital Projects:

- Plan, guide and track progress of all capital projects.
- Act as conduit between district personnel, engineers, and architects necessary during the design phase of capital projects.
- Coordinated projects with approved Architect/Engineer.
- Prepare School Development Authority checklists and other documents required for reimbursement claims.

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- Maintain all records/documentation related to capital projects.
- Inspect and approve all payment applications and coordinate payment with accounts payable staff.
- Oversee, in collaboration with the district business administrator, capital project related budgets and expenditures.
- Prepare and help communicate messaging to students/parents during weather events, holidays, breaks, program issues, etc.
- Coordinate with the business office regarding payments required under the contract with the Monroe Township Board of Education.
- Work with Municipal Township relationships and shared service agreements.
- Manage maintenance and capital budgets.
- Manage maintenance requisitions.
- Manage budget transfers and accounts.
- Planning for and overseeing all renovations and construction that is taking place.

Procurement:

- In conjunction with the School Business Administrator, coordinate bid and the Request for Proposal (RFP) process.
- Supervise shipping and receiving/warehouse operations and personnel.
- Assist with inter-local and other agreements and contracts as directed.
- Advise district and school administration regarding major purchases.
- Oversee all vendors to include, but not limited to the architect, engineer, contracted services for maintenance, custodial, and grounds, and repair maintenance agreement invoices. etc.
- Implement RFP's for food service and maintenance.
- Manage Sea Box rentals.

Safety/Compliance/Security:

- Serve as the District Right-to-Know Officer and provide the required training for staff.
- Coordinate with appropriate district personnel, agencies and contractors with compliance/safety issues such as Hazardous Communications Program, Right-to-Know, AHERA, Written Indoor Air Quality Plan, QSAC, Board of Health, PEOSH, County Fire Marshal, and other related programs as directed.
- Serves as AHERA Coordinator.
- Serves as Indoor Air Quality Designee.
- As directed, advise and assist with matters of security, crisis response, and other related issues to the School Safety Specialist, school, and district administration.
- Participate in school building evacuations and security drills to maintain safety in each school.
- Communicate with the School Resource Officer (SRO) on a variety of issues as it relates to the safety and security of the facilities.
- Serves as Safety and Health Designee and creates and schedules District Safety Committee meetings and follows up on concerns raised about safety on district grounds and in district facilities.
- In collaboration with the School Business Administrator communicate with insurance companies for facility claims and safety concerns.

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- Manage safety incentive programs.
- Provide NJ Motor Vehicle Commission background checks for drivers in the district.
- Conduct routine fire safety inspections to ensure compliance.
- Work in collaboration with the technology department to monitor the security of the facilities.
- Facilitates phone system upgrade and maintains overall management of the system.
- Facilitates the implementation of camera installation and future maintenance and updates.
- Manage Integrated Pest Management as the Coordinator for the district.
- Serve as the Chemical Hygiene Officer.
- Serve as the Fire Protection Plan Administrator.
- Serve as the Asbestos Management Officer and oversees asbestos management.

Project Management:

- As directed, facilitate, advise, and coordinate teams of district personnel regarding various district projects related, but not limited to; program implementation, grants, and other district/school initiatives.
- As directed, review, investigate, research, advise, and report on various issues, programs, and services to provide information and data to assist the central administrative team in various district operational issues and other matters.
- Manage Ed Data.
- Manage use of facilities for outside organizations in consultation with building administrators.
- Takes the leadership role in managing all aspects of district facilities projects.
- Coordinate with our service department the management, maintenance, and purchase of the food service equipment.

Knowledge of:

- Principles and practices of all types of building repair and maintenance, construction, and grounds maintenance.
- Principles and practices of preventive maintenance, custodial, and grounds services.
- Administrative Code and State Statutes as it relates to all facilities, budgets, bids, procurements, etc.
- Federal, State, and local laws, codes, and regulations including safety principles and practice, and dangers/precautions associated with hazardous materials.
- Use of personal computer systems including word processing, email correspondence, and spreadsheet, and Google applications.
- Business, financial, and computer software systems/programs for capital improvement and facilities maintenance.
- Organize, prioritize, and balance multiple projects and issues simultaneously.
- Demonstrate the ability to work with others in a collaborative and problem solving manner.

Skills in:

- Planning, organizing, assigning, and coordinating the use of facilities with in-district and out-of-district organizations.
- Develop positive interpersonal relationships and maintain working relations with staff.

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- Communicates positively with vendors, contractors, companies, and other offices.
- Character, personality, and proper social capability to relate effectively with culturally and ethnically diverse staff, students, and community.
- Leadership, decision-making, and building collaborative working relationships across all levels of personal interactions encountered during course of work.
- Understand and execute oral and written instructions, policies, and procedures.
- Be able to explain and apply policies, procedures, regulations, code, etc.
- Be able to define problems, to collect and analyze data, to establish facts, to draw valid conclusions, and to make decisions based upon available information and input.
- Have the ability to think strategically and develop both short and long term plans to meet objectives, plan for projects, and meet the needs of the district.
- Operate electronic and other equipment needed to carry out job functions and responsibilities.

Professional Duties:

- Cultivate partnerships with contractors/vendors, other school district facilities departments, local businesses.
- Manages all maintenance of district owned vehicles. This includes the required maintenance, inspections, and recommendations for new/used vehicles based on district needs and budget.
- Ensures proper maintenance and operation of district equipment, including vehicles, tools, and machinery.
- 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 Checklist.
- Conduct regular inspections of all school facilities, grounds, and equipment to ensure that high standards for cleanliness, attractiveness and safety are maintained.
- Oversee that training is provided on new equipment.
- Inspects the work of contractors/vendors and other contracted services as related to construction and renovation projects.
- Oversee the inspection of all buildings and grounds on a regular basis to determine quality of maintenance by contracted services staff.
- Assist in building state inspections, including postings, signage, rights to know requirements, MSDS review, and boiler logs in compliance.
- Develop a system for continuous inspection of all building structures to determine the need for repairs, remedial actions, and/or renovations.
- Works in collaboration with the technology department with projects related to installation of equipment, running of wires, vendors, contractors, etc.
- Maintain the facilities budget.
- Supervises all contracted services/vendors related to building maintenance, custodial services, and grounds keeping.
- Reports any issues to the Superintendent and/or designee related to contracted service companies/vendors.
- Evaluates and enforces a master summer cleaning schedule with maintenance, custodial, and grounds contracted service/vendor to ensure the district is ready for the opening of school.

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- Evaluates the completion of work order requests and determine the method of repair/alteration, in collaboration with contract vendor (maintenance, custodial, grounds)
- Review the inventory of certified custodial supplies that are ordered and ensure they are being used properly.
- Oversight of the regularly scheduled custodial, maintenance, and grounds program to assist in ensuring that the contracted service is providing safe, clean and healthy buildings, and well-maintained buildings and grounds.
- Oversight, in conjunction with the Superintendent and/or designee, of the compliance of the outsourced custodial, maintenance and grounds contract. This includes compliance of the contract to ensure success of the program as well all district policies, regulations, and security protocols.
- Oversees and manages all work of contractors/vendors with respect to custodial, maintenance, care of grounds, and construction services.
- Reviews policies and regulations related to facilities, as needed.
- Reviews and makes recommendations to any task schedules for maintenance, custodial, and grounds.
- In consultation with the School Business Administrator, maintains all records, documents, reports, etc. that are required by board policy, regulation, statute, or administrative code.
- Ability to read and interpret information from policies, regulations, code, statutes, contractual documents, and technical manuals.
- 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.
- Will adhere to all Board policies, regulations, administrative code, and state statutes.
- 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.
- Evaluate new products based on district needs and to run an efficient facilities department.
- Performs routines and processes to maintain an effective and efficient operation of the facilities department.
- Prepares monthly Board of Education committee reports, agendas, and meeting minutes as it relates to the facilities committee.
- Participates in Board of Education committee meetings as directed.
- Coordinates with Business Administrator and Superintendent items to be placed on the Board committee and Board agendas.
- Prepares any reports, documentation, records, contracts, etc. as required.
- Review purchase orders to ensure the correct item(s) are being ordered and that all pertinent information is on the form.
- Attend emergencies outside of the normal school hours (available 24/7). Must be available by phone and email.

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- The physical demands of this position include the following, but not limited to, regular and frequent basis, the ability to regularly stand, walk, climb stairs and ladders, kneel, bend, stoop, crouch, use hands and fingers to perform routine inspections of facilities and equipment, and lift up and carry up to 50 pounds.
- Has the ability to hear, speak, and communicate effectively verbally and in writing.
- Understanding the work environment characteristics that could be encountered while performing the essential functions of this job include, but are not limited to, exposure to outside weather conditions, including wet and humid conditions, extreme cold or heat. There could be exposure to odors emanating from chemical cleaning supplies, and equipment.
- Manages all of the out-of-district Use of Facilities applications and works in collaboration with the administrators at each building to determine use of facilities.
- Works in tandem with contractors and vendors, such as ESIP, solar, Saybrook, and any other projects that are taking place, at any time.
- Plan organize and coordinate all activities with maintenance operations in conjunction with outside contracted maintenance/custodial vendor.
- Interprets district policies and applicable laws to supervisors of contractors/vendors, and contracted workers as needed and enforces safety regulations so that they are in compliance with all district policies, regulations, and security procedures.
- Oversees contractors/vendors work in preparation and maintenance of athletic fields, lawn cutting, landscaping, playgrounds, and irrigation systems.
- Regularly and effectively communicates in-person, by telephone, and in writing with supervisory staff of contractors/vendors for custodial, maintenance, and grounds services to oversee contractors’/vendors’ fulfillment of contractual responsibilities.
- Facilitate with any contractors/vendors any moves and space utilization.
- Assist in the planning, organizing, and directing of all undertakings relating to the structural, mechanical, and physical maintenance and repair of school facilities.
- Continuously stay abreast of information from the CDC, FDA, or other regulated entities as appropriate and provide this information to required staff.
- Submit all reports in a timely fashion.
- Recommend to the School Business Administrator and Superintendent with any improvements needed.
- Provide regular work order status reports to the Business Administrator and Superintendent.
- Serve as the liaison for the school district on the Long Range Facilities Plan.
- 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.
- Attend required meetings and serve on any Board committees as directed by the Business Administrator and/or Superintendent.
- Notify and assist the administration and appropriate emergency personnel of any emergency, and potentially dangerous or unusual situations.
- Be an active participant with any and all projects and meetings as it relates to facilities, construction, energy, etc., such as ESIP and solar meetings, and oversees the implementation/installation of these projects.

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- As directed, facilitate, advise, and coordinate teams of district personnel regarding various district projects related, but not limited to program implementation, grants, and other district/school initiatives ie. retrofit of Saybrook facility
- Plans and holds regularly scheduled meetings with building administrators and the Vice Principal of Athletics to ensure that buildings and grounds are properly maintained and needs are appropriately addressed.
- Determines remedial action as deemed necessary for building and grounds (includes energy and environmental issues).
- Develop, implement, and monitor energy conservation and make recommendations for efficiency and reduction in the costs of operating facilities.
- Establishes or adjusts work procedures and schedules in consultation.
- Effectively analyzes and assists in resolution of problems.
- Serves as the district's Integrated Pest Management Coordinator, ensuring compliance with all requirements.
- Oversees workers engaged in painting and performing structural repairs to masonry, woodwork, and furnishings of buildings.
- Makes keys for district facilities as needed, maintains inventory of issued keys, and monitors safekeeping of keys.
- Overseeing the inventory of supplies related to meet the health and safety standards.
- Plan, coordinate, and/or oversee any projects related to installation in the buildings and on school grounds.
- Review procedures to streamline processes to be more efficient in the facilities department.
- Establish processes and procedures to be efficient in all areas of maintenance, custodial, and grounds.
- Provide solutions for situations related to facilities, maintenance, custodial, and grounds.
- Be proactive in developing safety and emergency plans as it relates to facility projects to ensure all of our staff are safe while the work is being completed.
- Management is rooted in facilities upkeep and improvement of the physical buildings and grounds.
- Monitor time records of all maintenance, custodial, and grounds personnel, and determine any final approvals of overtime with contracted services to stay within budget.
- Analyze any accidents that occur and regularly search for patterns in injury reports in order to establish corrective procedures to reduce the potential for future accidents or hazards.
- Utilizes the current plans such as the long range facilities plan, comprehensive maintenance plans, and other plans available, to develop complete project plans for repair, maintenance, and building improvement.
- Recommend facility improvement and modernization to improve the systems, equipment, and facilities of the district.
- Manages all two-way radio communications.
- Develops any changes in working conditions and use of equipment to increase efficiency of work crews.
- Perform any duties and responsibilities as assigned by the School Business Administrator, Superintendent, and or designee.



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**TERMS OF EMPLOYMENT:** 12-Month contract

**EVALUATION CRITERIA:** Performance of this position will be evaluated annually in accordance with the Board's policy on supervision and evaluation of non-certificated personnel by the Business Administrator/Board Secretary and/or Superintendent.

Board Approved: 5-5-22