

## **Facilities Manager of Buildings and Grounds**

### **Statement of Job**

The Facilities Manager of Buildings and Grounds is directly responsible to the School Business Administrator and the Superintendent of Schools. He/She has the responsibility of organizing and supervising an effective program for the physical plant, construction, maintenance, repair and cleanliness of all district schools, ancillary buildings, associated grounds and athletic fields which are under the operational control of the Township of Union Board of Education. The Facilities Manager of Buildings and Grounds is to provide students, teachers and staff with a physical environment that is healthy, safe and conducive to learning. Will also coordinate, supervise and direct all construction projects throughout the district in conjunction with the School Business Administrator to ensure fiscal allocations of funding for projects.

### **Qualifications**

- A minimum of five (5) years' experience in school maintenance, grounds, athletic fields and custodial operations required.
- General knowledge of maintenance, HVACR, electrical plumbing, carpentry, locksmithing/security, grounds and athletic fields work and equipment/vehicle maintenance.
- A minimum of three (3) years' experience in a supervisory position is required of physical plants and large buildings, preferably in a large school district.
- Experience working with a work request system for corrective and preventive maintenance.
- Experience in managing construction projects and generating reports is required.
- Understanding of AHERA, IPM, UST, ADA, NJQSAC, Lock Out Tag Out, Right to Know, SDA, IAQ, Lead Testing.
- A Bachelor's or Associate degree is preferred.
- Must possess a valid NJ driver's license with evidence of a safe driving record.
- Possess NJ Black Seal Low Pressure Fireman's License preferred.
- The Facilities Manager of Buildings and Grounds must possess an active NJ Educational Facilities Manager (CEFM) Certificate or willingness to obtain one within two years.

*Effective September 1, 2002 employment in the position of Facilities Manager of Buildings and Grounds requires certification as an Educational Facilities Manager. Exemptions apply to individuals who have served as a buildings and grounds supervisor continuously for the five years prior to September 1, 2002 or a code enforcement official licensed by the department of community affairs and employed by a district as a building and grounds supervisor on the effective date of the statute. A vacancy in the position may be filled on an interim basis by a non-certified individual for a period not to exceed two years from the date of the vacancy. (N.J.S.A. 18A:1 7-49)*

- The candidate must be able to demonstrate knowledge of school architecture, construction, facilities maintenance, grounds & custodial planning, engineering plant operations and knowledge of NJ building codes and state and federal OSHA and Environmental codes.
- Ability to read, write, speak, understand and communicate English sufficiently with strong interpersonal and communication skills to perform duties of this position.
- Able to physically climb a ladder, inspect roofs and roof equipment and occasionally lift 30 lbs.
- Required criminal background check and proof of U.S. citizenship or legal alien status and meet New Jersey Residency Requirements.

### **Performance Responsibilities**

1. Provide oversight of management to the Buildings & Grounds Department (Custodians, Grounds, Maintenance and other assigned staff.)
2. Serve as a direct line between Central Administration and Building Principals.
3. Perform routine inspections of all district buildings and facilities.
4. Oversee the department's recruitment, interviewing, employment, assignment, scheduling, transfer, promotion and evaluation of all maintenance, grounds, custodial, supervisory, and office staff with the Business Administrator.
5. Ensures that custodial/maintenance/grounds personnel maintain required safety & compliance training.
6. Plans landscaping, athletic fields, snow & ice removal, playgrounds, parking lots, walkways and all other grounds care to ensure effective, attractive and safe district school grounds.
7. Maintains work schedules for proper maintenance in individual buildings and generates and approves all scheduled and emergency overtime requests and needs.
8. Coordinate the development of programs for maintaining regular service on all equipment in the district and monitor to ensure compliance, safety and efficiency. Fire & Burglar Alarm Systems, HVACR Systems & Automated Building Controls.
9. Coordinate and provide staff development training for all maintenance, custodial and grounds personnel.
10. Ensure district compliance with all environmental federal, state and local codes & regulations.
11. Prepare the district's annual construction, custodial repair and maintenance budgets.
12. Oversee the ordering and evaluation of custodial and maintenance supplies & equipment.
13. Prepare specifications for Capital Projects, District Initiatives & equipment to be purchased, working with the Business Administrator or Architect of Record.
14. Plans for, reviews and monitors all District operational and maintenance projects in conjunction with the Business Administrator.
15. Maintains budget control for all operational and maintenance accounts under the auspices of the Business Administrator.

16. Plans for reviews and monitors all district Capital projects.
17. Oversees and manages all department office staff and administrative assistant.
18. Prepares and submits to the Business Administrator a Preliminary Plant Operations and Maintenance budget annually.
19. Maintain an ongoing inventory of all equipment and supplies being used for the district.
20. Assure a sound work order system for corrective & preventive maintenance is being maintained and implemented through inspections, follow up and completions with no callbacks and determine if the work is to be contracted out.
21. Coordinate and monitor the work and timeframe of outside vendors, suppliers and contractors.
22. Ensure district compliance with all environmental regulations, federal, state and local codes.
23. Ensure that expenditures are allocated and utilized appropriately in accordance with NJ Public School Law.
24. Assists in the preparation of the District's Long-Range Facilities Plan.
25. To attend appropriate Board Committee and District Meetings if required by the Business Administrator.
26. Attend State Buildings and Grounds County Chapter monthly meetings.
27. Establish strong relationships with Township agencies, DPW, Police, Fire, Parks & Recs. and Board of Health.
28. To perform all other duties as assigned by the Business Administrator or Superintendent.

### **Verification of Competency**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three (3) references

### **Terms of Employment**

12-month salaried position with agreement between the individual and the Board; salary and benefits as negotiated commensurate with qualifications and experience.

### **Organizational Relationship and Evaluation**

This position will report directly to the School Business Administrator and will be evaluated by the School Business Administrator annually in accordance with the Board's policy on evaluation of certified staff.