



Lawrence Township Public Schools

Employment Application

Openings as of 5/16/2022

Director of Facilities & Property (Non-Ren Position)

JobID: 4457

Position Type:

Facilities

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Date Posted:

5/13/2022

Location:

Buildings & Grounds Department

Date Available:

09/02/2022

Closing Date:

05/27/2022

Director of Facilities & Property (Non-Rep Position)

Position Type:

Facilities/Director of Facilities

Location:

Buildings & Grounds Department

Date Available:

9-1-22

DIRECTOR OF FACILITIES AND PROPERTY (NON-REP POSITION)

Qualifications:

Ability to read, write (reports) and speak clearly & effectively in English

Possess and maintain a valid driver's license

Ability to navigate stairs and climb ladders on a daily basis

Ability to lead and motivate people

Ability to demonstrate initiative and sound judgment.

A minimum of 5 years' experience in personnel supervision

A minimum of 5 years' experience in construction or property management.

Ability to develop and implement programs and projects.

Ability to develop and manage a budget.

Reports to: Business Administrator

Job Goal: Provide a healthy, safe, and clean physical environment for teaching, learning, and community use. Maintain facilities to fulfill anticipated life cycle of building systems. Plan for renovation and construction to meet the needs of the educational program. Deploy resources to support the educational program as defined by administration.

PERFORMANCE RESPONSIBILITIES:

Evaluate each building once a month in writing to ensure a healthy, safe, and clean environment.

- Supervise the maintenance and custodial staff, department secretary and contracted services.
- Interview and recommend Initial employment, continued employment, and/or dismissal of all maintenance and custodial personnel, and recommend assignment and hours of work.
- Evaluate all Maintenance and Custodial supervisors in cooperation with the district administrators and ensure that all personnel are performing their duties satisfactorily.
- Investigate and plan educational and training programs for all maintenance and custodial personnel.
- Coordinate all phases of the planning for new construction by participating in pre-construction conferences with building administrators, central office administrators, architects, and consultants.
- Oversee all phases of construction by visiting construction sites; receiving and maintaining Insurance policies; reviewing and approving bills for payment; investigating reports of faulty workmanship; making recommendations regarding time extension requests, and change orders, assessment of liquidated damages, and review of color schemes; and scheduling projects in the least disruptive fashion to the educational program.
- Present on-going status reports regarding the general condition of buildings and grounds and the status of construction projects.
- Serve as a liaison with government agencies having jurisdiction over or providing service to the projects.
- Maintain all Board of Education buildings (owned or leased), grounds, vehicles, equipment and non-instructional property
- Maintain and update all records, drawings and descriptive materials of all school facilities, sites and portable buildings.
- Coordinate community and school usage of school facilities and grounds.
- Oversee the implementation of researching and purchasing of all goods and services needed to maintain the District's buildings and grounds.
- Monitor supply usage and work cooperatively with the business office in ordering supplies.
- Investigate and plan a district preventive maintenance program for all buildings and equipment.
- Investigate and plan a district energy conservation program for all buildings and equipment.
- Read and enter Solar Energy Generation into GATS/PJM-E15.

- Evaluate the existing security and fire alarm systems and make recommendations as needed.
- Oversee the performance of services associated with the operation of the school district during emergencies and foul weather.
- Investigate, plan and implement the necessary programs that are required under the federal and state statutes and regulations.
- Prepare and maintain annual budget and long-range capital improvement program for maintenance, custodial, and non-instructional property areas.
- Serves as a liaison between contractors and/or architects and the Board.
- Coordinate or assist as required, deployment of assets and resources during foul weather and emergencies.
- Fulfill any other responsibilities as assigned by the Superintendent and/or the Business Administrator.

Salary Range:

To be negotiated based on experience

Due to the volume of applications, we receive we are unable to provide all applicants with an interview.

Application Procedure:

Apply Online www.ltps.org

Affirmative Action/EEO/ADA Employer

FMLA regulations require all employers to post the [updated FMLA notice](#).

Powered by applicant tracking, a product of Frontline Education.
