

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: **FACILITIES MANAGER**

QUALIFICATIONS:

1. Shall possess experience in administration and management of a building and grounds operation with an educational institution.
2. Must be certified under the New Jersey Educational Facility Management Program (N.J.A.C. 6A:26-16.1a) or be willing to become certified within 2 years of employment in this position.
3. Requires a minimum of five (5) years' experience in the maintenance of facilities, custodial operations, grounds keeping and construction activities, preferably in a school district.
4. Must demonstrate the ability/knowledge to provide leadership for planning, development and operations of a large school district; with diverse constituencies establish and maintain effective working relationships.
5. Must possess strong written and oral communication skills, computer usage and software applications
6. Must have a working knowledge of architectural plans and specifications.
7. Knowledge of fundamentals of compliance with NJ School Building Regulations, Uniform Construction Code, AHERA, PEOSHA Regulations, HVAC systems, Right-to-know laws, Pesticide Application (IPM), Indoor Air Quality Standards, etc.
8. Experience in budgeting and financial management.
9. Experience and understanding of NJ public school contracts law including preparation of bid specifications and requests for proposals/quotes.
10. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status

REPORTS TO: Business Administrator/BOE Secretary

JOB GOAL:

Directly responsible for the complete daily operation of all school facilities as they relate to security, maintenance, cleanliness and grounds care for schools and properties.

ESSENTIAL JOB FUNCTIONS:

Custodial/Maintenance/Grounds

1. Oversight of district staff in the areas of Custodial, Maintenance and Grounds.
2. Establishes and administers schedules and procedures for the regular ongoing custodial care of all school and office facilities of the district.
3. Certify payroll information for all persons under his/her supervision.
4. Oversee department personnel including employment practices, orientation for new employees, supervision and evaluating of job performance, on-the-job training, work schedules, work assignments, procurement of substitutes, and daily scheduling.
5. On a regular basis inspects each school and office building and confers with the principal regarding custodial care.
6. Organize and implement all programs related to preventive, proactive maintenance and report all physical plant needs to the Business Administrator with recommendations for improvement.
7. Make facility decisions that are both environmentally and financially strong. Continue the BOE's efforts to reduce energy consumption, decrease waste, recycle and reuse materials.
8. Participate in the energy purchase decisions for the district.
9. Oversee the management of Buildings and Grounds vehicles and equipment.
10. Provide for in-service and or workshop training of departmental staff.
11. Act as security and safety officer for the school district by ensuring the continual and complete operation of all systems relating to fire protection, intrusion alarms, key systems, entrances and egresses of buildings, all grounds, and general safety practices of students and staff.
12. Ensure the District's preservation, planning, development, and renewal of its buildings and grounds, architectural and engineering support, efficient construction management, sustainability and environmental stewardship; public safety and security, vehicle and equipment administration; procurement and inventory management.
13. Cultivate a positive work culture that emphasizes excellent and high standards, values steady improvement, build mutual respect within the school community and rest on strong personal ethics, energy, and character.
14. Recruit, screen, recommend for hiring and assign all department personnel.
15. Supervise and coordinate emergency buildings and grounds issues, including snow removal.
16. Maintain an inventory of district blueprints and building specifications.
17. Communicate clearly to the Business Administrator as well as other School Leaders and the Board as appropriate, all relevant information that will enhance good and timely decision-making and resource allocation.
18. Revises and maintains district's five year Long Range Facilities Plan.
19. Enforces all Board policies regarding school maintenance, safety and security

- procedures and maintain such records as required by Board policy or law.
20. Attend meetings of the Board of Education as directed by the Business Administrator.
 21. Insures the optimum operation of all fire alarms, intercom and security systems.
 22. Establishes and administers schedules and procedures for the maintenance and grounds care of all district property paying specific attention to the condition of the district's athletic fields and facilities.
 23. Selects and administers an inventory of maintenance, custodial and ground supplies and equipment.
 24. Coordinates and inspects the maintenance, improvement and renovation work performed by outside contractors verifying the terms of such contracts have been fulfilled prior to authorizing final payment.
 25. Examines school buildings and offices on a regular basis to determine needed repairs and maintenance.
 26. Estimates cost of repair projects in terms of labor and material.
 27. Establishes and administers a system for dealing with emergency repair problems.
 28. Advises on the hiring of contractors to perform specific maintenance and repair projects.
 29. Establishes and administers the installation of security equipment and surveillance requirements for all schools.
 30. Develops and schedules a district-wide preventative maintenance program.
 31. Serves as the district's AHERA representative.
 32. Serves as the district's IPM Coordinator.
 33. Interacts with the district's architects/engineers/construction managers to ensure the supervision and timely completion of all projects.
 34. Closely supervises work of contractor for maintenance/repair projects.

Staff Supervision and Development

1. Supervises and evaluates the work of custodial, maintenance, grounds departments.
2. Coordinates the development and implementation of departmental objectives.
3. Ensure the continued development of computer-assisted controls.
4. Provides for the in-service and/or workshop training of departmental personnel.

Departmental Development & Planning

1. Is responsible for the continuous development of new procedures and methodology as it relates to custodial, maintenance, grounds.
2. Is responsible for the coordination and evaluation of time studies as they relate to departmental proficiency and productivity.
3. Is responsible to ensure that all preparations for the state monitoring process, as they relate to facilities are in order.
4. Is responsible for the planning, implementation and monitoring of summer cleaning, maintenance and grounds activities.
5. Attends Board of Education Committee of the Whole meetings to update the Board on the status of projects.
6. Attends Board of Education Meetings whenever needed.

Finance

1. Interfaces with the Business Administrator to ensure compliance and budgetary solvency.
2. Prepares and administers the custodial, maintenance and grounds budgets, including repair/maintenance building; repair/maintenance/supplies, upkeep grounds, custodial supplies, operation of vehicles, office supplies and repair maintenance equipment.
3. Prepare and administer the capital outlay budget.
4. Maintains an assessment of departmental expenditures.

Personnel

1. Recruits, screens, recommends for hiring and assigns all departmental personnel.
2. Assists the Board in arriving at negotiated agreements with staff groups.

Other Duties

1. Performs any related duties as assigned by the Superintendent of School or their designee.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

BOE APPROVED: 10/2/17
2nd Reading: 10/16/17