
TITLE:**FACILITIES PROJECT FACILITATOR****QUALIFICATIONS:**

1. High school diploma or equivalent training.
2. Demonstrated ability of scheduling work, identification of deadlines
3. Above average word processing and computer program skills.
4. Knowledge of automated office equipment and efficient office procedures.
5. Good telephone skills and ability to communicate effectively in writing and in person.
6. Ability to coordinate multiple projects concurrently.
7. Required criminal history check and proof of U.S. citizenship or resident alien status.

REPORTS TO: Superintendent and or his/her designee

JOB GOAL: To work closely with the Facilities (capital planning / maintenance/custodial/ grounds) and Purchasing Departments in a fast paced environment to assist in and monitor status procurement of goods and services and track from concept to completion.

DUTIES AND RESPONSIBILITIES:

1. Supervises and coordinates the efficient workflow of items requiring purchase for the custodial, maintenance and grounds departments with the Purchasing department to allow for efficient operations.
2. Assists in review of bid packages for projects and yearly bids for procurement of goods and services.
3. Works closely with custodial, maintenance and grounds foremen for project schedules, work flows, ordering and close out of project.
4. Contacts district vendors for status of and to expedite orders.
5. Develops electronic submissions to regulatory agencies as necessary.
6. Assists in maintaining a project filing system and records.
7. Processes incoming correspondence.
8. Assists in compiling data and preparing reports as required by law, administrative code and board policy as may be directed by Superintendent and or his/her designee.
9. Assumes other tasks as directed for the proper and efficient operation of the Facilities department.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluations.

Adopted by: Toms River Board of Education

Date: 6/16/2015

Revision: February 21, 2018