
JOB SUMMARY:

Directly responsible for the oversight of the maintenance and daily operations of all school facilities and grounds as they relate to safety, cleanliness, repairs, renovations, and grounds care for all district schools and other properties.

QUALIFICATIONS:

1. Possess a college degree or demonstrate equivalent experience in administration and management of a large building and grounds operation with an educational institution.
2. Certified under the New Jersey Educational Facility Management Program (N.J.A.C. 6A:26-16.1a) or be willing to become certified within 1 year of employment in this position
3. Minimum of five (5) years experience in the maintenance of facilities, custodial operations, groundskeeping, and construction activities, preferably in a school district
4. Demonstrated ability/knowledge to provide leadership for planning, development and operations of a large school district
5. Record of establishing and maintaining effective working relationships with diverse constituencies
6. Possess strong written and oral communication skills, computer usage and software applications
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: Assistant Superintendent of Operations and School Business Administrator

SUPERVISES: All custodial, maintenance, electrical, and grounds foremen and staff

(cont.)

PERFORMANCE RESPONSIBILITIES:

Facilities Oversight

1. Make facility decisions that are educationally, environmentally, and financially sound.
2. On a daily basis, as practicable, inspect each school and office building and grounds, establishing and administering schedules and procedures for the maintenance and grounds care of all district property, including the condition of the district's athletic fields and facilities, and conferring with the principal regarding custodial care.
3. Develop and schedule a district-wide preventative maintenance program and report all physical needs to Central Office with recommendations for improvement in a clear and timely manner.
4. Oversee work order system: assign work orders daily; regularly monitor job progress and the timely completion of each order; use work order data to improve workflow management and accountability.
5. Coordinate the development and implementation of annual departmental objectives.
6. Continue to assess and develop new procedures and methodology to improve productivity, efficiencies, and accountability.
7. Ensure the continued development of computer-assisted controls.
8. Work with appropriate personnel to ensure the safety of staff, students, and visitors through securing district buildings, including intrusion sensors and alarms, locks and keys, intercom systems, and secure entrances and egresses; ensuring the continual and complete operation of all systems relating to fire protection; and helping develop sound safety practices.
9. Cultivate a positive work culture that emphasizes high standards and values steady improvement, and build mutual respect within the school community based on strong personal ethics, energy, and character.
10. Supervise and coordinate emergency buildings and grounds issues, including snow removal.
11. Establish and administer a system for addressing emergency repair problems.
12. Plan, implement, and monitor summer cleaning, maintenance, repairs, and grounds activities.
13. Continue with the Board of Education's efforts to reduce energy consumption, decrease waste, and recycle and reuse material.
14. Enforce all Board policies regarding facilities, school maintenance, and safety and security procedures and maintain such records as required by Board policy or law.

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Personnel

1. Work collaboratively with the Manager of Capital Projects to balance and coordinate the effective assignment of personnel to both special projects and building maintenance.
2. Recruit, screen, recommend for hiring and assign all departmental personnel.
3. Directly oversee district foremen for all areas of the department.
4. Supervise and evaluate the work of custodial, maintenance, electrical/electronics, and grounds departments.
5. Assess assignment of field crews and reallocate staff on an as-needed basis in an efficient, fair and equitable manner.
6. Advise on the hiring of contractors to perform specific maintenance and repair projects.
7. Provide for in-service or workshop training of departmental staff as needed or required.
8. Assist the Board in arriving at negotiated agreements with staff groups.
9. Certify payroll information for all persons under his/her supervision.
10. Oversee department personnel including employment practices, orientation for new employees, supervision and evaluating of job performance, mandated and on-the-job training, work schedules, work assignments, procurement of substitutes, and daily scheduling.

Materials and Equipment Purchasing, Inventory, and Maintenance

1. Prepare and administer 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.
2. Oversee the procurement, management, maintenance, and allocation of Buildings and Grounds vehicles and equipment.
3. Develop and oversee an effective and efficient inventory system for maintenance, custodial and grounds supplies and equipment.
4. Work with Facilities Coordinator to estimate labor and material costs of repair projects.
5. Maintain an assessment of departmental expenditures.
6. Participate in the energy purchase decisions for the district.

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Other responsibilities

1. Ensure that all preparations for the State monitoring process as they relate to facilities are in order.
2. Serve as district Asbestos Management Officer as well as act as one of the district's AHERA representatives.
3. Serve as the district's IPM Coordinator, Air Quality Designee, Right to Know Officer and Chemical Hygiene Officer.
4. Attend meetings of the Board of Education as directed by the Superintendent, or designee.

Performs such other duties as may be assigned by the Superintendent or his/her designee.

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 evaluation of supervisory staff.

Adopted by: Toms River Regional Schools
Date: 10/18/2017
Revision: