

TOMS RIVER REGIONAL SCHOOL DISTRICT

TITLE: FACILITIES ENGINEER

QUALIFICATIONS:

1. Bachelor's degree in Civil Engineering and / or Construction Technology with adequate experience as determined by the board
2. Should have strong organizational skills, decision making ability and be able to communicate effectively with staff and members of the school community
3. Proven ability to lead teams to success in a construction or building setting
4. Ability to work on CAD programs and above average computer skills
5. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Superintendent and or his/her designee, Business Administrator and/or Assistant Superintendent

JOB GOAL: To work collaboratively with Superintendent and or his/her designee, Maintenance Foreman, Facilities Department, Maintenance Department and Grounds Department staff to provide safe and clean educational environment compliant with district, state, and federal regulations

PERFORMANCE RESPONSIBILITIES:

1. Work closely with Superintendent and or his/her designee as required for capital planning and other maintenance issues.
2. Work for the development of the strategies and plans to complete various types of projects in the most cost efficient plans.
3. Must work within required guidelines with subcontractor and district personnel and Purchasing Department.
4. Provides the necessary training to the members of the staff and work as a mentor if needed.
5. Research materials, products, and equipment for installation into district facilities.
6. Responsible for the reviewing of all the preventive maintenance work (building systems).
7. Research options for the improvement of the planned enhancements.
8. Developing methods or practices to improve efficiencies of department resources. Continue to look for efficiencies within the department.
9. Report timely information to Superintendent and or his/her designee and update work scopes.
10. Present the technical data results to technical and non-technical clients.
11. Monitor solar output weekly and report to Superintendent and or his/her designee.
12. Visit schools/facilities to review the conditions of the exterior and interior construction and report to Superintendent and or his/her designee.
13. Review of the roofs on all buildings and design a plan/repair if there is any roof leak.
14. Review of artificial turf fields every six months and report to Superintendent and or his/her designee.

FACILITIES ENGINEER (Continued)

15. Develop construction plans for a particular project and apply for construction permits.
16. Overlook the progress during construction, call for inspections, apply for and receive the final Certificate of Occupancy after completion of the project.
17. Evaluate bids with Facilities Manager and Purchasing Department for various projects throughout the district.
18. Assist with securing Fire Bureau approval at various locations where a particular area is being used for an event.
19. Work with purchasing Department in developing bid and contract documents for a particular project.
20. Review shop drawings, change orders, etc. and approve or recommend approval to Superintendent and or his/her designee regarding efficient project completion.
21. Performs other duties which may be assigned or required by law, code, regulation or board policy and/or the Business Administrator or his/her designee.
22. Perform any other tasks assigned by the, Superintendent and or his/her designee, Assistant Superintendent of Schools, Business Administrator or their designee, where circumstances prevent assignment through the chain of command described herein.

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.

Employed on a 12 Month basis

Adopted by: Toms River Regional Schools
Date: June 15, 2016
Revision: 8/27/2019