



ASSISTANT FACILITIES MANAGER

QUALIFICATIONS:

1. Must possess, or be eligible for, a current certified educational facilities manager certificate (CEFM)
2. High school diploma required.
3. Substantial experience in school plant operations and maintenance, or an equivalent mix of maintenance and custodial experience in large corporate facilities
4. General knowledge of construction and maintenance of heating, ventilation, air conditioning, electrical, plumbing, and carpentry.
5. General knowledge of building codes, state and federal OSHA, and environmental codes.
6. Ability to work flexible hours to oversee night shift operations.
7. All applicants must meet NJ residency requirements as per the "New Jersey First Act", N.J.S.A. 52:14-7 (L. 2011, Chapter 70)

REPORTS TO: Facilities Manager

JOB GOAL:

To assist the Facilities Manager in directly supervising the maintenance and efficient operation of all school buildings and grounds, and to help oversee and coordinate the responsibilities of all custodial and maintenance staff.

PERFORMANCE RESPONSIBILITIES:

1. Assist in planning, reviewing, and monitoring all district plant operations and maintenance projects.
2. Support budget control for all operational and maintenance accounts and assist in preparing preliminary budgets.
3. Implement and maintain work schedules for proper maintenance in individual buildings.
4. Oversee the preparation of playing fields, grounds, and facilities for athletics and other school activities.
5. Monitor outside contractors to ensure adherence to contracts and verify work completion before payment.
6. Administer the preventative maintenance program to ensure safe operation of equipment.



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7. Ensure maintenance schedules and NJMVC inspections are conducted on district vehicles.
8. Conduct periodic inspections of buildings to ensure safe conditions and code compliance.
9. Ensure Right-to-Know and AHERA compliance among custodial and maintenance staff.
10. Supervise and evaluate maintenance and custodial staff in accordance with board policy and in collaboration with school-based administration.
11. Coordinate regular training for personnel on the latest technology and safety procedures.
12. Monitor time records of all custodial and maintenance staff.
13. Supervise improvement and renovation work performed by in-house personnel.
14. Assist with the oversight of district snow removal operations and advise leadership of school conditions.
15. Enforce all fire/safety and environmental laws and regulations relating to plant operation.
16. Manage inventory, review recommendations for purchasing supplies and tools, and analyze preventative maintenance logs.
17. Collaborate with the Manager of Safety, Security, Emergency Operations and Compliance to maintain health and safety standards, perform security audits, and inspect fire alarm systems and extinguishers.
18. Perform any other duties assigned by the Facilities Manager or the Assistant Superintendent of Business Operations.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The physical abilities and other conditions of continued employment listed in this section are representative but are not intended to provide an exhaustive list of physical abilities and other conditions of continued employment, which may be required of this position. The Township of Union Public Schools encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation to contact the Personnel Department.

Vision: (which may be corrected) good visual acuity for detailed inspections and maintenance tasks

Hearing: (which may be corrected) adequate hearing to detect unusual sounds in machinery or building systems that may indicate problems

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Mobility and Stamina: ability to stand, walk, and move around district facilities for extended periods; capability to climb stairs, ladders and scaffolding as needed for inspections and repairs



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Strength and Dexterity: ability to lift, carry, and move heavy objects and equipment (potentially up to 50 pounds or more); fine motor skills for handling tools, equipment, and performing repairs precise hand movements

Manual Skills: proficiency in using a variety of hand and power tools; competence in performing maintenance tasks such as plumbing, electrical work, carpentry, and HVAC repairs

Endurance: capability to perform physically demanding tasks over long periods without excessive fatigue; ability to respond to emergencies, which may involve long hours and physically intense activities

Balance and coordination: ability to work safely at heights or in confined spaces; coordination to perform tasks that require balancing, such as working on roofs or high platforms

Flexibility and Agility: ability to bend, stoop, kneel, and crouch to access and repair equipment and systems; flexibility to maneuver in tight spaces and awkward positions during maintenance tasks

Cognitive Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

General Physical Health: overall good physical health to handle the demands of the job, including potential exposure to dust, chemicals, and varying weather conditions; ability to pass any required physical exams related to the job's demands

TERMS OF EMPLOYMENT: 12 Month Employee - Salary and work year to be determined by the board of education.

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

Approved by: Township of Union Public Schools

Date:

Reviewed and Agreed to by:

Date: