

Assistant Facilities Manager of Buildings and Grounds

Statement of Job

The Assistant Facilities Manager of Buildings & Grounds is responsible for assisting the Facilities Manager of Building & Grounds in supervising Custodial, Maintenance and Grounds department employees and for maintaining the physical school plant in a condition of operating excellence so that it is available for full educational use at all times.

Qualifications

- Physical condition to withstand rigors of the job requirements
- Have specialty training work experience in a mechanical field as indicated by special license or related work experience
- Valid NJ driver's license
- High school graduate
- Hold valid and maintain yearly a NJ Black Seal Low Pressure Boiler Operators License
- State Certification of Educational Facility Management or progress towards Certification. Must complete course work and obtain certification within two years of employment.
- Strong computer skills
- 12 month position - Full Benefits included
- Ability to read, write, speak, understand and communicate English sufficiently with strong interpersonal and communication skills to perform duties of this position.
- Able to physically climb a ladder, inspect roofs and roof equipment and occasionally lift 30 lbs.
- Required criminal background check and proof of U.S. citizenship or legal alien status and meet New Jersey Residency Requirements.

Performance Responsibilities

1. Assist in the oversight of management to the Buildings & Grounds Department (Custodians, Grounds, Maintenance and other assigned staff.)
2. Assist in ensuring routine inspections of all district buildings and facilities.
3. Assist in ensures that custodial/maintenance/grounds personnel maintain required safety & compliance training.
4. Assist in maintaining work schedules for proper maintenance in individual buildings and generates and assist the Manager of facility in approving all scheduled and emergency overtime requests as needed.
5. Assist in coordinating the development of programs for maintaining regular service on all equipment in the district and monitor to ensure compliance, safety and efficiency. Fire & Burglar Alarm Systems, HVACR Systems & Automated Building Controls.

6. Assist in ensuring that the district is in compliance with all environmental federal, state and local codes & regulations.
7. Assist in prepare the district's annual construction, custodial repair and maintenance budgets.
8. Assist in overseeing the ordering and evaluation of custodial and maintenance supplies & equipment.
9. Assist in maintain an ongoing inventory of all equipment and supplies being used for the district.
10. Assist in assure a sound work order system for corrective & preventive maintenance is being maintained and implemented through inspections, follow up and completions with no callbacks and determine if the work is to be contracted out.
11. Assist in coordinate and monitor the work and timeframe of outside vendors, suppliers and contractors.
12. Assists in the preparation of the District's Long-Range Facilities Plan.
13. To perform various other duties as assigned by the Facility Manager of Buildings & Grounds\ School Business Administrator \ Superintendent.

Verification of Competency

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three (3) references

Terms of Employment

12-month salaried position with agreement between the individual and the Board; salary and benefits as negotiated commensurate with qualifications and experience.

Organizational Relationship and Evaluation

This position will report directly to the Facility Manager of Building & Grounds and will be evaluated by the Facility Manager of Building & Grounds annually in accordance with the Board's policy on evaluation of certified staff.