



### **FACILITIES MANAGER**

#### **QUALIFICATIONS:**

1. Must possess, or be eligible for, a current certified educational facilities manager certificate (CEFM)
2. High school diploma required.
3. Minimum of 10 years experience in school plant maintenance and custodial operations, or an equivalent mix of maintenance and custodial experience of large corporate facilities including school maintenance experience, preferred.
4. Minimum of 10 years experience in direct supervision of maintenance personnel, preferred.
5. General knowledge of construction, maintenance of heating, ventilation, air conditioning, electrical, plumbing and carpentry.
6. General knowledge of building codes, state and federal OSHA and environmental codes.
7. Experience in grounds care and maintenance.
8. 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:** Assistant Superintendent of Business Operations

#### **JOB GOAL:**

Directly supervise the maintenance and efficient operation of all school buildings and grounds. Oversee and coordinate the responsibilities of all custodial and maintenance staff.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Plan for, review and monitor all district plant operational and maintenance projects in conjunction with the assistant superintendent of business operations
2. Maintain budget control for all operational and maintenance accounts
3. Plan for, review and monitor all district capital projects
4. Prepare and submit to the business administrator and the assistant superintendent of business operations a preliminary plant operations and maintenance budget
5. Maintain work schedules for proper maintenance in individual buildings
6. Direct the preparation of playing fields and grounds, and other necessary facilities for athletics and other school activities



7. Monitor outside contractors to ensure adherence to contracts
8. Implement a preventative maintenance program to ensure safe operation of equipment
9. Ensure maintenance schedules and Motor Vehicle Commission inspections are conducted on district vehicles
10. Conduct periodic inspections of buildings
11. Ensure Right-to-Know and AHERA compliance with custodial and maintenance staff
12. Supervise maintenance staff; supervise custodial staff in collaboration with school-based administration
13. Plan landscaping and grounds care to ensure effective and attractive schools
14. Recommend the hiring and/or termination of facilities staff
15. Ensure that custodial and maintenance personnel are regularly trained in the latest technology and safety procedures
16. Monitor the time records of all custodial and maintenance staff
17. Evaluate the performance of maintenance staff in accordance with board policy
18. Provide input for custodial staff evaluations
19. Supervise and oversee the improvement and renovation work performed by in-house personnel and outside contractors, verifying that items of all such contracts have been fulfilled before recommending final payment
20. Work with the board-approved architects and engineers on capital projects and district initiatives
21. Assist with NJDOE QSAC monitoring for facilities
22. Attend appropriate board committee and other meetings, as needed
23. Directly oversee district snow removal operations; notify and advise the superintendent of school conditions
24. Assist in the preparation of the district's long range facility plans (LRFP)
25. Conduct periodic inspections and tests of all electrical installations in the schools to ensure their safe condition, and make repairs and improvements pursuant to code and building permits properly issued by the local municipal government
26. Ensure that all fire/safety and environmental laws and regulations relating to plant maintenance and operation are enforced
27. Inspect inventory and review of recommendations to purchase supplies, tools, equipment and fuel
28. Analyze preventative maintenance logs and other records as required
29. In collaboration with the Manager of Security, ensure that all local, state, and federal standards for health and safety of students and staff are maintained and that required reports are maintained
30. Participate in school security audits



31. In collaboration with the Manager of Security and the IT team, inspect and maintain fire alarms systems
32. Inspect fire extinguishers on a regularly-scheduled basis
33. Any other duties assigned by 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

**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



# Township of Union Public Schools

## Job Description

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: