



BUILDINGS AND GROUNDS FACILITIES MANAGER

Qualifications:

1. Valid New Jersey Driver's License
2. High School Diploma
3. Progress towards Associate's Degree is desirable
4. New Jersey Educational Facilities Manager Certification
5. Black Seal Boiler Certification
6. Managerial, leadership, and good people skills
7. Good budgeting, operations, and scheduling skills
8. Such other alternatives to the above qualifications that the Board may find appropriate and acceptable

Reports To: Superintendent of Schools

Job Goal: To provide supervision and service under the direction of the administration

Duties and Responsibilities:

1. Supervision of the entire maintenance operation of the elementary, middle, and high schools and the personnel performance of the custodial duties.
2. Organizing, scheduling, directing, and supervising the work of the custodial staff so that it can most efficiently perform during the actual school year, subject to approval in conjunction with the Building Principal or the Superintendent of Schools.
3. Oversee the preparation and maintenance of all athletic and intramural practice and playing fields including fertilizing, seeding, lining, watering, and mowing as needed.
4. Organize, coordinate, direct, and supervise the custodial staff during the school vacation periods and during the summer shut-down period so that the custodians may be used as a maintenance and repair staff in addition to their normal custodial duties during these periods.
5. Assist in the training of personnel and their selection.
6. Make product use recommendations and evaluations as needed.
7. Enlist the Building Principal in identifying building needs for budgeting purposes.
8. Responsible to plan and supervise all work of the custodians and maintenance staff and to report to the Superintendent of Schools the efficiency of work performed by each employee under his or her direction. Complete semi-annual evaluations of each employee in December and May.
9. Ensure operation and cleaning of the building; proper maintenance and functioning of all heating, ventilating, lighting, sanitary, water, and power equipment within the building and grounds.
10. Keep accurate running inventories of custodial supplies and equipment.
11. Make provisions for the acceptance of deliveries of school supplies and equipment; prepare all clerical records required; prepare budget needs for custodial supplies and equipment; requisition of custodial supplies and equipment.
12. Direct the custodial staff in snow removal during snow emergencies.
13. Be present during planned inspections by Board members, administrative staff, medical staff, and state officials.
14. Check in with the building administrators once per week to go over building concerns and/or needs.
15. Be responsible to the Superintendent of Schools for all work of the night crew.

16. Make inspections to ascertain that all work, including work performed by the night crew, is being accomplished in a satisfactory manner.
17. Be responsible to establish procedures to provide for building security.
18. A clean, healthy, sanitary, and safe condition of the school buildings shall be his or her prime responsibility.
19. Ensure that the District complies with all federal and state laws and regulations regarding school facilities and operations.
20. Serve as a District Safety Committee member.
21. Perform other duties that fall within his professional competencies when directed by the Superintendent of Schools or School Business Administrator.
22. All other duties relative to the position as assigned by the Superintendent.

Terms of Employment: 12-Month Position (July 1st through June 30th)

Salary: Based on the Board-approved rate.

Evaluation: Performance of this position shall be evaluated in accordance with Board Policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Adopted: June 10, 1996
Amended: August 13, 2001
Amended: September 12, 2005
Amended: February 8, 2010
Amended: December 13, 2016
Amended: September 18, 2018