

**B-01
BOE:**

TITLE: DIRECTOR OF FACILITIES

QUALIFICATIONS: NJ DOE Office of School Facilities – Educational Facilities Manager Certificate, required.
Certified Playground Safety Inspector, preferred
Very Small Water System License, required
Fireman's Black Seal License, preferred
Knowledge or experience in Integrated Pest Management
Demonstrated knowledge or experience of architecture, school construction, engineering, plant operation, maintenance and management, and school safety
Ability to supervise and direct, coordinate all phases of the facilities operations
Thorough knowledge of budget development and management
Demonstrated skill in personnel management
Proven ability to interface with levels of staff and administration

REPORTS TO: SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

JOB GOAL: To provide the management and direction necessary to achieve and preserve a high level of excellence in the areas of building maintenance, operations, grounds and pupil transportation.
Be responsible for monitoring the work of all contractors to ensure compliance with plans and specifications.
Supervise the Working Maintenance Foreman, Operations Supervisor, Assistant Transportation Supervisor and the Head Grounds-man. In addition, the Director will supervise all maintenance, grounds, and trades personnel and, in concert with the building principals, all custodial employees.

PERFORMANCE RESPONSIBILITIES:

In order to fulfill his/her professional responsibilities the **DIRECTOR OF FACILITIES AND TRANSPORTATION** shall:

Facilities

Continue to provide for and maintain the department's working knowledge of any current information, certificates, registrations, licenses, and other documents pertaining to all aspects of the following:

1. STATUES

- i. New Jersey Statutes Title 18A Education
- ii. N.J.A.C Title 6.

2. CODES

- i. State of New Jersey Uniform Construction Code
- ii. BOCA/International – Building Code and Mechanical Code
- iii. ASHRAE Ventilation Requirements
- iv. National Standard Plumbing Code
- v. National Electric Code
- vi. NJ Uniform Fire Code
- vii. Americans with Disabilities Act
- viii. NJ Civil Rights Compliance
- ix. NJ Prevailing Wages Law
- x. NJ Public Purchasing Laws
- xi. NJ Long Range Facility Plan Maintenance Plans (M-1 & M-2)
- xii. QAAR
- xiii. Mercer County Soil Conservation Plan
- xiv. Mercer County Recycling Plan

3. ENVIRONMENT & SAFETY

- i. PEOSHA/OSHA Regulations
- ii. AHERA Regulations
- iii. Indoor Air Quality
- iv. NJ RADON Regulations
- v. Fire Inspections
- vi. SAIF Insurance Inspections
- vii. NJ Department of Health Inspections
- viii. NJ Worker and Community Right to Know
- ix. Lockout/Tag out Regulations
- x. Confined Spaces
- xi. Occupational Exposure to Blood borne Pathogens
- xii. Medical Waste Regulations
- xiii. Hazardous Waste Regulations
- xiv. Chemical Storage Plan
- xv. Lead Contamination Control Act
- xvi. NJ Safe Drinking Water Act
- xvii. Clean Air Act, 1990
- xviii. Refrigerant Recycling Rule
- xix. NJ All Hazards Planning

4. LICENSES & CERTIFICATES

- i. Boiler Operator License and Emissions Certificates
- ii. NJ Health Inspection Certificates
- iii. Very Small Water Systems Operator License
- iv. Certified Playground Safety Inspector License
- v. Fire Alarm Certifications
- vi. Elevator Safety Program, Inspection & Certifications
- vii. Pesticide Applicator Licenses

- viii. Backflow Preventer Testing & Certification
- ix. Commercial Driver Licenses
- 5. Supervise and oversee implementation of all projects related to building and grounds.
- 6. Work with construction managers to maintain safety conditions at all times during renovations.
- 7. Assist in the preparation of all bids and quotations for contracted work, equipment, and supplies.
- 8. Advise administration on all requests for change orders and payment vouchers.
- 9. Maintain district plans, manuals, and warranties in an organized and accessible manner.
- 10. Recommend approval of contracted projects once completed.
- 11. Evaluate the Assistant Director of Facilities and the Facilities secretary.

Operations

- 1. Provide a safe, clean, and healthy environment for the students and staff of the district.
- 2. Evaluate Head Custodians with assistance from the Assistant Director of Facilities and the building Principals.
- 3. Perform the recruitment, interviewing, and recommendations for hiring of all facilities personnel.
- 4. Assure substitute coverage as needed.
- 5. Approve all substitute custodian timesheets upon receipt of signatures of the Head Custodian and building Principal.
- 6. Approve any interim changes in custodial shift time.

Maintenance

- 1. Provide a physical school plant in a condition of operating excellence so that full educational use may be made of it at all times.
- 2. Evaluate the Head Grounds Crewmen.

Capital Improvement

Assist in the establishment of a long-range capital improvement program with major attention to:

- Safety of students
- Preservation of buildings
- Energy conservation
- Preventive maintenance
- Cost Effectiveness
- Beautification

Governmental Relationships

Maintain cooperative relationships with the appropriate government agencies.

Safety

Establish procedures to ensure safe work habits and conditions for all buildings and grounds staff.

Budget

Monitor expenditures for appropriate budget codes

Approve purchasing requisitions

Prepare and review estimates for specific jobs

Other Duties

Develop and maintain a system for district records retention.

Perform other duties as assigned by the School Business Administrator.