



NEW BRUNSWICK PUBLIC SCHOOLS JOB DESCRIPTION

DIRECTOR OF FACILITY DESIGN & CONSTRUCTION

REPORTS TO:

Assistant Business Administrator

SALARY GRADE: Salary Negotiable

NATURE AND SCOPE OF JOB:

The Director of Facility Design & Construction provides strategic leadership and operational oversight of all district facilities, including capital projects, design and construction, buildings and grounds, custodial services, and shipping and receiving. The Director ensures that all operations are safe, efficient, and compliant with applicable local, state, and federal laws and regulations.

The Director is responsible for ensuring that all district facilities are safe, compliant, efficient, and aligned to instructional priorities, while overseeing both long-range capital planning and daily facilities operations.

SUPERVISION

The Director supervises and evaluates the following functions and personnel:

- Capital Projects; Design and Construction Services; Buildings & Grounds; Custodial Operations; Shipping & Receiving / Logistics

JOB QUALIFICATIONS:

- Bachelor's degree preferred in Architecture, Engineering, Construction Management, Facilities Management, or related field required
- Must meet requirements of a Certified Educational Facilities Manager (CEFM) pursuant to NJSA 18A:17-49
- Minimum of 5 years of experience in facilities management, construction, or maintenance operations
- Experience in a public school district or similar large organization (preferred)

PREFERRED CERTIFICATIONS / KNOWLEDGE

- Valid professional license (Architect or Engineer preferred)
- NJ Black Seal License (or ability to obtain)
- Knowledge of:
 - AHERA (Asbestos Hazard Emergency Response Act) and IAQ (Indoor Air Quality)
 - IPM (Integrated Pest Management)
 - Lead/Copper regulations
 - Familiarity with Energy Savings Improvement Programs (ESIP) and solar Power Purchase Agreement (PPA) projects



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ESSENTIAL JOB FUNCTIONS

1. Facilities Operations & Maintenance

- Lead and manage all maintenance, custodial, and grounds operations across the district
- Develop and implement a Comprehensive Maintenance Plan that includes:
 - Preventive maintenance
 - Corrective maintenance
 - Lifecycle asset management
- Establish and oversee a work order management system to ensure:
 - Timely completion of repairs
 - Transparency and reporting to school leaders
- Conduct regular inspections of all facilities to ensure safety, cleanliness, and operational effectiveness
- Ensure all building systems (HVAC, electrical, plumbing, structural) are properly maintained

2. Capital Planning, Design & Construction

- Lead planning, design, and execution of all capital improvement and construction projects
- Oversee architects, engineers, contractors, and vendors
- Ensure all projects are completed 1) On time 2) Within budget 3) In compliance with regulations
- Review and approve plans, specifications, contracts, and change orders
- Provide recommendations to the Superintendent and Board for capital investments

3. Compliance & Regulatory Management

- Ensure compliance with:
 - New Jersey Department of Education regulations
 - New Jersey Administrative Codes (N.J.A.C.)
 - State and local building codes
 - OSHA and safety standards
 - Environmental regulations (AHERA, IAQ, IPM, Lead/Copper)
- Serve as liaison with:
 - NJ Department of Education
 - New Jersey Schools Development Authority (SDA)
 - Local, state, and federal agencies
- Oversee inspections, certifications, and regulatory reporting
- Maintain documentation for audits and compliance reviews



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4. Strategic Planning & Facilities Master Planning

- Lead development and implementation of the District Long Range Facilities Plan (LRFP)
- Develop and maintain a Facilities Master Plan aligned with:
 - District strategic priorities
 - Enrollment trends
 - Program expansion
- Establish a capital planning and tracking system to monitor:
 - Project timelines
 - Budget performance
 - Completion benchmarks
- Recommend modernization, sustainability, and infrastructure improvements

5. Financial & Budget Oversight

- Develop and manage departmental budgets
- Collaborate with the School Business Administrator on:
 - Procurement and bidding processes
 - Vendor contracts and specifications
- Monitor expenditures and identify cost-saving opportunities
- Analyze financial and operational data to support decision-making

6. Leadership & Personnel Management

- Supervise and evaluate departmental staff
- Provide professional development and operational training
- Establish departmental policies and procedures
- Promote a culture of accountability, efficiency, and continuous improvement
- Recommend organizational and staffing adjustments as needed

7. Communication & Governance

- Serve as primary liaison between the district and:
 - Architects, engineers, and contractors
 - Government and regulatory agencies
 - Community stakeholders
- Prepare and present reports, recommendations, and agenda items to the Board of Education
- Attend Board meetings, committees, and district leadership meetings



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KNOWLEDGE AND ABILITIES

Knowledge of:

- Educational facility planning, design, and construction
- Building systems (HVAC, electrical, plumbing, structural)
- Construction law, contracts, and procurement
- Preventive maintenance systems and facilities management best practices
- State building codes and regulatory compliance
- Budget development and financial management

Ability to:

- Lead large, complex operational and capital programs
- Manage multiple projects and priorities simultaneously
- Analyze data and generate operational and financial reports
- Communicate effectively with diverse stakeholders
- Establish and maintain collaborative working relationships
- Drive continuous improvement and operational efficiency
- Performs other duties as assigned

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL AND MENTAL DEMANDS, WORK HAZARDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
5. Communicate effectively in English and Spanish (preferred), using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
7. Works in standard office and school building environments.
8. Ability to work outdoors during outdoor student activities.



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The Work Hazards described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

While performing the duties of this job, the employee is regularly required to talk or hear. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

New Brunswick Public Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, New Brunswick Public Schools complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.