

RED BANK BOROUGH PUBLIC SCHOOLS
RED BANK, NJ

JOB DESCRIPTION

DIRECTOR OF FACILITIES

QUALIFICATIONS

- **Education:** Bachelor's degree in Engineering, Construction Management, Facility Management, or a related field preferred.
- **Experience:** Minimum of five (5) years of experience in school facilities management, plant operations, or construction, including at least two (2) years in a supervisory capacity.
- **Certification:** Must possess a valid New Jersey Certified Educational Facilities Manager (CEFM) designation.
- **Licensure:**
 - Possession of a Low-Pressure Boiler License (Black Seal) is required (or must be obtained within a timeframe specified by the Board).
 - Possess or be willing to pursue and maintain the NJDOE School Safety Specialist Certification.
- **Technical Knowledge:**
 - Deep understanding of HVAC, electrical, plumbing, and structural systems.
 - Proficiency with Building Automation Systems (BAS) and computerized maintenance management software (CMMS).
 - Knowledge of NJ Public School Contracts Law and bidding procedures.
- **Communication:** Exceptional interpersonal skills with the ability to lead diverse teams and present facility data to the Board of Education and the public.

REPORTS TO: The Director of Facilities reports to the Business Administrator and completes all tasks assigned by the Superintendent.

SUPERVISES: The Director of Facilities supervises all maintenance and custodial staff.

JOB GOAL: To provide students and staff with a physical learning environment that is safe, clean, attractive, and efficiently operated. The Director ensures all district buildings and grounds are maintained to the highest standards through strategic long-range planning, proactive maintenance, and fiscal responsibility.

PERFORMANCE RESPONSIBILITIES

I. School Safety & Security

- **School Safety Specialist:** Maintains the designated District School Safety Specialist certification and serves in that official capacity as requested by the Superintendent; completes all state-mandated training and ensures the district remains in full compliance with NJDOE safety standards.
- **Threat Assessment:** Actively participates as a member of the School Threat Assessment Team, providing expertise on physical plant vulnerabilities and security enhancements.
- **Emergency Mapping:** Oversees the creation, maintenance, and distribution of Critical Incident Mapping Data for all facilities, ensuring accurate digital layouts are provided to Local Law Enforcement and emergency responders.
- **Safety Audits:** Conducts and documents the annual School Safety Audit for all district facilities to identify and remediate potential security gaps.
- **Regulatory Reporting:** Ensures the timely completion and submission of the yearly Health and Safety Evaluation of School Buildings Checklist for all sites.

II. Facilities Leadership & Operations

- **Strategic Oversight:** Directs all custodial, maintenance, and contracted operations to ensure alignment with District priorities.
- **Facility Audits:** Conducts frequent, rigorous inspections of all interiors and exteriors to ensure high standards of cleanliness and safety.
- **Project Management:** Plans and oversees all maintenance projects, ensuring minimal disruption to the educational environment.
- **Preventative Maintenance:** Develops and implements a comprehensive District-wide preventative maintenance program to extend the life of equipment and building systems.

III. Fiscal & Administrative Management

- **Budgeting:** Develops the annual Facilities Department budget. Monitors expenditures and ensures all purchasing complies with the Public School Contracts Law.
- **Long-Range Planning:** Leads the development and updating of the Long-Range Facilities Plan (LRFP) in collaboration with the Business Administrator and District architects.
- **Personnel Management:** Recruits, trains, and evaluates the performance of all custodial and maintenance staff.
- **Compliance & Safety:** Serves as the District's point of contact for environmental and safety compliance (e.g., AHERA, Integrated Pest Management, Indoor Air Quality, and Right-to-Know).

IV. Emergency & External Coordination

- **Emergency Response:** Remains on call 24/7 for facility-related emergencies, weather events, or security breaches.
- **Vendor Relations:** Prepares specifications for contracted work, reviews bids, and supervises outside contractors to ensure quality control and adherence to timelines.
- **Public Liaison:** Assists with the coordination of school facility uses/rentals in accordance with Board policy.

Additionally, other duties assigned by the School Business Administrator or Superintendent.

PHYSICAL REQUIREMENTS: The Director must be able to navigate active construction sites, climb ladders, enter mechanical rooms, and walk school grounds in various weather conditions. Must be able to perform the physical requirements of the job to include, but not limited to, lifting 50 pounds and being able to shovel snow for 30 continuous minutes.

EVALUATION: Performance will be evaluated annually by the School Business Administrator in accordance with the Board's policy on the evaluation of non-certified staff.