

ABSECON PUBLIC SCHOOLS

Job Description

TITLE: DIRECTOR OF GROUNDS AND FACILITIES

QUALIFICATIONS:

- ✓ Strong computer skills and experience using computerized facilities management systems required.
- ✓ Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of this position.
- ✓ Black seal license.
- ✓ Boiler Operator License.
- ✓ Electrical or Plumbing License [preferred].
- ✓ HVAC certificate [preferred].
- ✓ Valid New Jersey Drivers License.
- ✓ High school diploma or equivalent
- ✓ CEFM (Certified Educational Facilities Manager) [preferred or willingness to obtain].
- ✓ Training and/or coursework in managing staff.
- ✓ Three [3] years experience maintaining a facilities operation.
- ✓ Excellent knowledge of local, state, and federal compliance regulations and OSHA requirements.
- ✓ Good working knowledge of commercial cleaning and equipment
- ✓ Knowledge of landscaping
- ✓ Ability to consult with contractors and school district administration to ensure proper compliance and implementation of the various laws, regulations, technical practices, operations for the maintenance and repair of school facilities
- ✓ Excellent interpersonal skills
- ✓ Excellent organizational skills
- ✓ Experience preparing and overseeing budgets
- ✓ Ability to manage and motivate subordinates
- ✓ Ability to work with all levels of administration and other professionals
- ✓ Ability to submit the Sexual Misconduct/Child Abuse Disclosure Form
- ✓ Ability to pass the required post-offer physical
- ✓ Required criminal history background check and proof of United States citizenship or legal resident alien status.

REPORTS TO:

- ✓ Superintendent and Business Administrator

JOB GOAL:

- ✓ Possess sufficient knowledge of school, security, construction and maintenance of plant, equipment, and grounds management.
- ✓ Knowledgeable of the variety of semi-skilled trades, building and safety codes and have the ability to interpret blueprints, drawings and specifications.
- ✓ Capable of planning maintenance programs, directing employees that come within the scope of functions listed below, and deal with others within the school structure, and the representatives outside the district in a manner aimed at maintaining the professional image of the district.
- ✓ Develop and implement in-service programs to instruct all district staff as required as it pertains to the safety and security of the schools within the district.

PERFORMANCE RESPONSIBILITIES:

1. Implement and maintain a district-wide facilities operation. Responsible for the general maintenance, security and condition of all district buildings, grounds, and maintenance equipment such as elevators, vehicles, plows, mowers, etc.
2. Responsible for the general supervision of custodians, cleaning of buildings and grounds.
3. Responsible for making recommendations concerning the hiring and firing of all maintenance and custodial staff.
4. Conduct the required observation and evaluation of custodial staff.
5. Develop an annual report evaluating the department performance and develop budgetary recommendations for supply, equipment, personnel, and special projects for the following budget year.
6. Obtain and monitor contracts.
7. Establish a system of periodic inspection of district plants, grounds, and equipment.
8. Develop and maintain an inventory for all capital items in the district.
9. Research and supply the necessary information for the preparation of bid awards to the business administrator.
9. Perform liaison functions for contractual operations related to the department.
10. Keep the administration informed of the status of various activities within the scope of the responsibilities of buildings and grounds.
11. Maintain the official drawing, tracing, permit files, and as-built files for the district.
12. Track and report on the five-year facilities plan.
13. Prepare for inspection and submit appropriate reports.
14. Perform carpentry, HVAC, and other maintenance duties on technological projects; e.g., related to school security systems, wiring for phone communication lines, etc.
15. Oversee maintenance duties and technological wiring projects performed by staff and/or outside contractors.
16. Oversee all operations of contractors performing work in the district related to buildings and grounds and maintain liaison with the business administrator regarding contract requirements such as certifications, permits, etc.
17. Provide training for staff on compliance regulations, Right to Know, and OSHA regulations.
18. Develop the school district facilities budget and monitor budget
19. Recommend to business administrator any changes in personnel, materials or equipment to promote economy and improve efficiency in custodial services.
20. Manage the ice and snow removal program.
21. Contact outside contractors and review quotes on repair work and new work and make recommendations to the superintendent.
22. Inspect work done by outside contractors to make certain the work was performed as originally agreed upon or according to specifications.
23. Develop in cooperation with other appropriate staff a system of preventive maintenance for each school building.
24. Inspect buildings to ensure all reasonable measures are being taken to maximize energy conservation.
25. Conduct an annual site assessment of all buildings within the district to determine areas in need of improvement to promote school security.

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26. Maintain the building's automated security systems including, computerized doors, locking devices, and surveillance systems.
27. Develop and maintain open lines of communication with outside agencies using the school facilities to ensure that all school safety procedures are observed.
28. Evaluate on a continual basis all energy systems and make recommendations to improve efficiency and reduce district energy consumption.
29. Maintain the Integrated Pest Management Plan and execute the program.
30. Ensure the Comprehensive Maintenance Plan is updated and followed.
31. Update the Integrated Pest Control Manual and execute the program on an annual basis.
32. Develop and implement a daily, weekly, monthly Gantt Chart that identifies the work duties, projects, and activities expected of staff.
33. Perform other related duties as assigned by the superintendent.

TERMS OF EMPLOYMENT:

- ✓ The Director of Grounds and Facilities is employed on a twelve (12) month basis at a salary set by the Absecon Board of Education.
- ✓ Additional compensation for those who possess or acquire a CDL with a School Bus and Passenger endorsement

EVALUATION:

- ✓ Performance of this job will be evaluated annually in accordance with the state law and provisions of the board's policy on evaluation of non certified staff.