

LACEY TOWNSHIP SCHOOL DISTRICT

Assistant to the Educational Facilities Manager

JOB TITLE: Assistant to the Educational Facilities Manager

REPORTS TO: Educational Facility Manager/School Business Administrator

JOB GOAL: The Assistant to the Education Facilities Manager plays a vital role in conjunction with the Education Facilities Manager in supporting the development and implementation of a comprehensive facilities operations program that ensures optimal educational use of district facilities at all times. The Assistant to the Educational Facilities Manager will also serve as the head of custodial operations for assigned school facilities to ensure a safe, clean, and comfortable school environment; to carry out administrative tasks required to maintain and operate the plant to the required standards.

QUALIFICATIONS:

1. Black Seal License; high school diploma or equivalent training
2. Minimum experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation as determined by the board.
3. Supervisory ability.
4. Possess standard Certified Educational Facilities Manager certification from NJ DOE preferred.
5. Demonstrated knowledge of fire/safety laws and proper handling of hazardous materials.
6. Strong interpersonal and communication skills, fostering collaboration among diverse groups.
7. High ethical standards and integrity in professional interactions.
8. Innovative problem-solver with the ability to manage multiple tasks and projects effectively.
9. Required criminal history check and proof of U.S. citizenship or resident alien status

RESPONSIBILITIES:

1. Assists in managing energy conservation initiatives, custodial services, grounds and maintenance operations.
2. Serves as Head Custodian of school(s) as designated by the Educational Facilities Manager.
3. Assumes responsibility for the opening and closing of the schools each day.
4. Monitors and regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.

5. Plans and oversees all maintenance and repair work in the buildings.
6. Maintains an inventory and recommends purchase of supplies, tools, equipment, and fuel.
7. Completes custodial reports, building condition reports and other records as required.
8. Conducts periodic inspections and tests of all electrical installations in the schools to ensure their safe condition.
9. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforced.
10. Applies for permits before beginning work that requires permitting and inspection by a licensed code official.
11. Maintains records to allow the board to remain informed about the number and status of maintenance and repair projects being done pursuant to permits.
12. Maintains preventative maintenance logs and other records as required.
13. Performs related duties as required for daily operation of the schools.
14. During fires, emergencies, fire drills, and schools security drills, coordinates with local emergency responders.
15. Assists in updating safety and security plans and procedures for drilling, managing and responding to school emergencies.
16. Assists the Educational Facility Manager and School Business Administrator with preparation and implementation of the Long Range Facilities Plan.
17. Assists in the preparation of the Facilities Department budget.
18. Supports the oversight and implementation of the district's energy conservation program.
19. Helps prepare specifications for quotes and bids related to facilities.
20. Assists in requisitioning and evaluating the purchase of supplies, equipment, and services.
21. Aids in the evaluation of maintenance, grounds, and custodial personnel.
22. Assists in ensuring compliance with all applicable laws and regulations related to safety and environmental standards.
23. Reviews security protocols and makes recommendations for improvements.
24. Monitors HVAC systems for efficient operation and comfort.
25. Conducts regular inspections of buildings and grounds to ensure cleanliness and safety standards are met.
26. Coordinates with external user groups to ensure proper facility coverage for events.
27. Engages in professional development opportunities to enhance skills and knowledge in facilities management.
28. Conducts walkthroughs and inspections, generating reports as needed.
29. Position may require evening and weekend availability for special events or emergencies.
30. Physical demands may include walking, climbing stairs, and conducting inspections of facilities.
31. Serves in the role of Educational Facilities Manager in his/her absence.
32. Performs other duties as assigned by the Educational Facilities Manager and/or School Business Administrator/Board Secretary.

TERMS OF EMPLOYMENT: Twelve month year. Salary to be determined by the Board of Education.

EVALUATION:

Performance responsibilities will be evaluated in accordance with established procedures.

Approved by:

Lacey Township Board of Education

Revised:

Date Approved:

October 15, 2024

LEGAL REFERENCES:

N.J.S.A. 13:1E-99.11 through 99.39	Mandatory statewide source separation and recycling of solid waste.
N.J.S.A. 18A:6-7.1	Criminal history record
N.J.S.A. 18A:16-1	Officers and employees
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:17-3, -4	Tenure of janitorial employees
N.J.S.A. 18A:17-41	Rules and regulations governing janitorial employees
N.J.S.A. 18A:41-2	Fire and smoke doors closed
N.J.S.A. 34:5A-1 et seq.	N.J. Worker and Community Right to Know Act
N.J.S.A. 34:7-1	License necessary
N.J.A.C. 5:11-8.5	Licensing of operating engineers and boiler operators
N.J.A.C. 6A:26	Educational facilities
See particularly:	
N.J.A.C. 6A:26-12	Operation and maintenance of facilities
N.J.A.C. 6A:26A	Comprehensive maintenance plans
N.J.A.C. 6A:32-6	School employee physical examinations
N.J.A.C. 7:26A-1.1 et seq.	Source separation and recycling of solid waste
N.J.A.C. 8:59-5, 6 N. J.	Worker and Community Right to Know Act
N.J.A.C. 12:100-4.2	Adoption by reference
N.J.A.C. 13:1F-19	School Integrated Pest Management Act

Blood borne Pathogen Standard, 29 CFR 1910.1030

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.