

## **LACEY TOWNSHIP SCHOOL DISTRICT**

### **Educational Facilities Manager**

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**JOB TITLE:** Educational Facilities Manager

**REPORTS TO:** School Business Administrator / Board Secretary

**JOB GOAL:** Manages all aspects of the Buildings and Grounds Department, oversees facility projects, directs maintenance, grounds and custodial related personnel and other resources effectively to provide outstanding facilities at all times for educational purposes.

#### **QUALIFICATIONS:**

1. Bachelor's Degree in Facility Management, Construction Management, or related field, trade certification, or equivalent related experience.
2. Minimum of 5 years of successful experience with supervision of custodial, grounds and maintenance personnel and management of all aspects of a school facilities operation.
3. Eligible for or possess standard Certified Educational Facilities Manager certification from NJ DOE.
4. Such alternatives to the above requirements as the Board of Education may find appropriate and acceptable.

#### **RESPONSIBILITIES:**

1. Recommends the selection and assignment and in-service training of maintenance, grounds and custodial personnel in the Buildings and Grounds Department to the Business Administrator. Conducts a continuing program of staff training and personnel development.
2. Prepares and submits evaluations as required of the personnel in the Buildings and Grounds Department that are employed by the District. Recommends to the Human Resources Department contract renewal, salary increases, disciplinary action, or termination on a timely basis.
3. Reviews all requests for personal leaves and vacation leaves to suit the school calendar, cleaning and operation schedule for the Buildings and Grounds Department personnel and contractors.
4. Directs the daily activities of all maintenance, grounds and custodial personnel including the preparation of playing fields, grounds and other necessary facilities for athletics and other school activities.

5. Assigns all overtime for school activities. Directly assigns all overtime for district activities involving grounds, maintenance and custodial staff.
6. Reviews and submits to the payroll office payroll vouchers that have been approved for overtime.
7. Implements and maintains a computerized work order system for the district in accordance with state regulations.
8. Implements and maintains a computerized facility use event tracking system and oversees facilities use processes for all district properties. Coordinates with other departments to ensure continued use of buildings and grounds, per requests, are as open and available to internal groups and the public as possible.
9. Updates job descriptions for all personnel in the Buildings and Grounds Department, as needed, in collaboration with Human Resources.
10. Ensures selected custodial staff is pursuing Black Seal license in accordance with the contract.
11. Supervises the cleaning, maintenance, and operation of all Board of Education facilities.
12. Inspects all buildings and grounds on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained.
13. Conducts periodic inspection of all mechanical and structural systems at all facilities to determine maintenance needs.
14. Assures that the head custodians submit monthly and quarterly safety reports. Creates with head custodians and building principals five year maintenance reports and updates them annually.
15. Analyzes and approves repairs/replacements and provides cost estimates as appropriate, prepares requisitions for all materials, parts and supplies.
16. Prepares an annual Buildings and Grounds budget and manages the budget on a routine basis to stay within resources provided.
17. Responsible for properly maintaining all Board of Education maintenance and grounds vehicles.
18. Maintains an inventory of all Board of Education equipment under department supervision.
19. Maintains adequate supply of materials and stock parts for the proper operation of plant and equipment and implements controls for proper safeguarding of district property.
20. Oversees that boilers are cleaned, repaired as necessary and inspected by the New Jersey Department of Labor or their representative annually. Supervises the firing of pressure boilers, and implements the firing operation in order to provide the necessary heat and hot water according to season, temperature, and demand.
21. Coordinates in conjunction with the head custodians and makes sure that all fire extinguishers are checked monthly and recharged as needed.
22. Conducts annual fire inspection with local fire inspector.
23. Checks and arranges for servicing and repairs to fire alarm and vandalism systems in conjunction with the head custodians.
24. Verifies receipt of custodial supplies and certifies for payment to the Board Office.
25. Maintains and catalogs school keys and locks for maximum security.
26. Arranges for daily, weekend and holiday checks on building security.

27. Returns to building during off hours at the request of police to check reports of vandalism or other emergencies and to insure building is in safe condition.
28. Arranges for and oversees the removal of snow from school property in order to keep the school in operation.
29. Organizes and implements a program of Preventative Maintenance within budgetary constraints and on a timely basis. Implements and maintains a computerized preventative maintenance system and reports.
30. Assures all school products are labeled according to the requirements of the Right to Know Law.
31. Keeps informed of the latest trends, developments, and products in the areas of housekeeping, maintenance, repair and upkeep, and encourages innovation and experimentation as appropriate.
32. Takes necessary courses to be the district's designated person for compliance with AHERA and Integrated Pest Management (IPM) regulations. Is responsible for enforcing the district's Buildings and Grounds plan for AHERA and IPM compliance.
33. Oversees contractor work in the schools to insure that work is performed on a timely basis and in accordance with authorization provided by the school district authorized personnel. Coordinates with architects and engineers as owner's representative with regards to capital improvement projects.
34. Continually seeks alternative methods to improve the cost effectiveness of the Buildings and Grounds Department and makes recommendations to the business administrator through the annual budget development process.
35. Meets monthly with building principals to review status of work orders and other needs and develops an action plan to implement priorities of the school administration within resources provided.
36. Develops multiyear plans to address maintenance of facilities and capital needs while balancing the priorities within reasonable resource limits.
37. Tracks and implements cost savings measures through monthly utilities tracking and trending.
38. Communicates clearly and timely orally and in writing with various stakeholders.
39. Keeps the business administrator abreast of all significant matters within the buildings and grounds department and provides recommendations to address any issues which will require a decision by the business administrator.
40. Prepares all technical specifications not requiring preparation by an architect, engineer or other similar professional. Consults with the Purchasing Manager to ensure timing and legal requirements are met.
41. Presents information on referendums, long-range facilities plans, construction projects and other short and long-term projects to various stakeholders, as needed and/or requested, by the Superintendent or Business Administrator.
42. Perform other duties as assigned by the School Business Administrator/Board Secretary.

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

**EVALUATION:**

Performance of this job will be evaluated in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by:

Lacey Township Board of Education

Revised:

Date Approved:

April 24, 2017