

JOB DESCRIPTION

I. TITLE

Director of Plant, Operations, and Maintenance

II. PRIMARY FUNCTION

Directly supervise the daily operations, maintenance, and construction of the school district.

III. REPORTS TO

Superintendent of Schools or designee

IV. SUPERVISES

Facility Managers, Custodial, Maintenance, Grounds, and Office Staff.

V. QUALIFICATIONS

- Demonstrated knowledge of school architecture, construction, facilities maintenance and planning, security, environmental systems, engineering plant operation and school safety and governmental regulations.
- Minimum experience and education as determined by the Board.
- Experience in staff supervision, evaluation, and personnel management.
- NJ Educational Facility Management Program Certificate or willingness to obtain within 2 years.
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

VI. MAJOR DUTIES AND RESPONSIBILITIES

- Designs and implements a program of preventative maintenance and directs the maintenance of all buildings and grounds as to cleanliness, safety, efficiency and cost effectiveness.
- Establishes and ensures the implementation of appropriate maintenance, grounds keeping, and custodial requirements for each building.
- Work with architects, attorneys, and school personnel in the development of bid specifications for major projects of repair, renovation or new construction. Supervises and inspects new construction and renovation work performed by outside contractors and verifies that the terms of all such contracts have been fulfilled before authorizing final payments.
- Oversees the recruitment, employment, assignment, scheduling, transfer, promotion, dismissal and evaluation of maintenance, grounds, custodial and office staff.
- Requisitions and evaluates the purchase of supplies, equipment, and services rendered to ensure the standards of contracts, bid awards and/or purchase orders are met.
- Prepares and administers the budget for the department.
- Administers the department's automated maintenance request system.
- Assumes responsibility for the efficient operation of the District's energy control systems.
- Organizes and implements an orientation program on proper operation and maintenance of school facilities for department personnel.
- Conducts periodic inspection of all school facilities to ensure fire safety.
- Reviews on a regular basis all security precautions and procedures used throughout the district and recommends additions and changes in service as appropriate.
- Assumes responsibility for the implementation of the district's school integrated pest management policy as required by statute. Provides proper notification of pesticide application, maintains required records, and responds to inquiries regarding the program.
- Maintains the District's Fixed Asset System and monitors the District's Fixed Asset Inventory.
- Ensures that standards consistent with all applicable local, state, and federal laws are maintained. (Ex. PEOSHA, AHERA, Chemical Hygiene, Blood Borne Pathogens, Building and Fire Sub Codes, etc.)
- Maintains and updates the District's Long Range Facility Plan.

- Assumes responsibility for Right –to-Know data practices, procedures, and record-keeping under the direction of the school business administrator.
- Maintains all records that are required by board policy, statute, or administrative code.
- Ensures proper maintenance and operation of department equipment, including motorized vehicles, tools and machinery.
- Perform other related duties as directed by the Superintendent or designee

VII. TERMS OF EMPLOYMENT

Twelve-month position – Exempt Group – Salary as determined annually by the Board of Education

PNP/ib - Job Description/ Section III DIRECTOR OF PLANT, OPERATIONS, AND MAINTENANCE

APPROVED: January 28, 2013