

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Manager of Custodial Operations and Energy Management

II. PRIMARY FUNCTION

Supervises the custodial staff at all locations. Maintains a districtwide energy conservation program including monthly updates on the status of the district's energy consumption. Evaluates HVAC systems and their controls for the purpose of recommending improvements and preventative maintenance procedures.

III. REPORTS TO

Director of Plant, Operations and Maintenance or designee

IV. SUPERVISES

Assigned Custodial and Facilities Staff

V. QUALIFICATIONS

- Minimum experience in plant operation and maintenance; cleaning methods and procedures; repairs and security as determined by the Board.
- Experience in staff supervision, evaluation, and personnel management.
- Should possess adequate knowledge in HVAC systems including controls and related energy management procedures.
- Knowledge of fire/safety laws and proper handling of hazardous materials.
- Must possess a valid Black Seal Boiler Operator's License (or willingness to obtain within a specified timeframe).
- Good physical health and ability to perform assigned tasks.
- Good oral and written communication skills.
- 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

- Oversees facility maintenance activities and functions of assigned personnel (e.g. reviewing work, orienting, training, daily task scheduling, etc.) for the purpose of ensuring functions are performed efficiently and in compliance with established standards.
- Oversees the recruitment, employment, assignment, scheduling, transfer, promotion, dismissal and evaluation of custodial and other facilities staff as assigned.
- Participates in in-service training to assigned custodial staff for the purpose of receiving and conveying information on new and/or improved procedures and equipment.
- Prepares manual and electronic documents (ex. requisitions, safety inspections, work orders, inventory records, employee evaluations, etc.) for the purpose of documenting activities and/or relating activities to administration for their action.
- Organizes and implements an orientation program on proper operation and maintenance of school facilities for department personnel.
- Coordinates the summer cleaning progress.
- Inspects facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, identifying necessary repairs of facilities and/or equipment.
- Establish a program to promote energy conservation throughout the district and regularly check lighting, heating, and air conditioning for appropriate usage.

- Evaluate all outdoor lighting to ensure it is off during daylight hours.
- Evaluate night-time outdoor lighting in the use of motion activated lighting vs. full-night lighting and possible restricted lighting between midnight and 5 AM.
- Utilize an Energy Management System to monitor energy usage against actual energy bills and provide a monthly report.
- Closely examine all heating/ventilating and control systems throughout the district to recommend improvements and establish procedures for preventative maintenance.
- Implement a control strategy that ensures all outside air dampers are 100% closed during unoccupied hours.
- Implement a formal air filter program that includes upgrading to MERV 6-8 pleated filters that are correctly sized and establishing proper change-out intervals.
- Implement a formal coil cleaning program for all Heating/Ventilating units.
- Investigate all steam and hot water piping systems to ensure they are all insulated.
- Investigate all vending machines for possible de-lamping and/or use of timers.
- Establish and reinforce energy saving programs for administrators and staff to include ensuring all copiers/office machines are off each night and any other verifiable energy waste is eliminated.
- Inspect and verify the weatherproofing integrity of exterior doors and windows.
- Performs such other duties as may be assigned by the Superintendent or designee

VII. TERMS OF EMPLOYMENT

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

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Job Description/Section III EXEMPT Manager of Custodial Operations and Energy Management

APPROVED: July 28, 2014