

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE**

Facility Manager – Grounds

**II. PRIMARY FUNCTION**

To oversee the grounds operations of school facilities and ensure a safe, clean and comfortable school environment; to carry out administrative tasks required to maintain and operate the plant to the required standards

**III. REPORTS TO**

Supervisor of Facilities

**IV. QUALIFICATIONS**

- Minimum experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation as determined by the Board
- Ability to comprehend basic operating instructions and prepare reports and evaluations
- Demonstrated ability to lead and direct the work of crew members
- Ability to work with figures
- Must possess a valid Commercial Driver's License and exhibit basic mechanical and maintenance skills
- Good physical health and ability to perform assigned tasks
- Must be able to operate grounds equipment and perform heavy lifting
- Be enrolled in or have successfully completed the NJ Educational Facility Management Program courses given by Rutgers University in Management Supervision and Human Resources, Environmental and Government Code Compliance and Preventive Maintenance
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

**V. MAJOR DUTIES AND RESPONSIBILITIES**

- Requisitions, receives, distributes and moves supplies and equipment and maintains necessary inventories
- Participates in the planning, scheduling and coordinating of work projects and assignments
- Participates in the work performed by the grounds crew
- Operates school district vehicles and equipment as necessary
- Assumes primary responsibility for observation and evaluation of crew personnel
- Assumes responsibility for the use, care and safe keeping of school district tools, supplies and equipment by the work crew
- Exercises good judgment in the best interest of the school district in the selection and acquisition of appropriate supplies and equipment
- Practices and encourages cooperation and good will in working relationships with members of the public and other district personnel
- Directs the work of crew members and allocates overtime assignments
- Assumes responsibility for determining and implementing an appropriate course of action in response to emergency situations
- Assists facilities supervisor with Integrated Pest Management (IPM) Program

- Inspect, analyze and determine work to be accomplished, as follows:
  - Maintenance and cleaning of outdoor areas
  - Maintenance of grass, trees, shrubs and landscaping
  - Coordination of snow removal
  - Coordination of collection of refuse and recyclable materials
  - Transportation of supplies, equipment, etc.
- Alert supervisor to potential problems relating to the maintenance of facilities and grounds and make constructive recommendations to correct situations
- Review work of contractors and report progress to superior
- Maintain surveillance of school facilities as needed
- Performs such other duties as may be assigned by the Superintendent or designee

## **VI. TERMS OF EMPLOYMENT**

Work year and salary as per BOE/EFFMA contract

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Job Description/Section VI FACILITY MANAGER - GROUNDS

~~APPROVED: November 22, 2010~~

APPROVED: March 28, 2011