

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE:

Facility Manager – Elementary/Middle School/High School

II. PRIMARY FUNCTION

To oversee the custodial operations of individual 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

Principal/Supervisor of Facilities

IV. QUALIFICATIONS

- Custodial and supervisory experience preferred
- Ability to work with figures
- Good physical health and ability to perform assigned tasks
- Must possess a valid Black Seal Boiler Operator's License and exhibit basic maintenance skills
- Minimum experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation as determined by the Board
- Demonstrated knowledge of fire/safety laws and proper handling of hazardous materials
- Ability to comprehend basic operating instructions and prepare reports and evaluations
- Demonstrated ability to lead and direct the work of building custodians
- 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

- Inspect, analyze and determine work to be accomplished
- Alert supervisor of potential problems to the maintenance of building and grounds and make constructive recommendations to correct situations
- Schedule daily tasks, supervises work of custodians and participates in daily cleaning of facilities
- 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
- Plans and oversees all maintenance and repair work in the building
- Participates in the selection, assignment, scheduling and training of the custodial staff as directed by the Facilities Supervisor
- Maintains an inventory and recommends purchase of supplies, tools and equipment
- Monitors the time records of all custodians in the school and certifies them for salary payment
- Completes custodial reports, building condition reports and other records as required
- Conducts periodic inspections of all electrical installations in the school to ensure their safe condition
- Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforced
- Maintains preventative maintenance logs and other records as required
- Performs related duties as required for daily operation of the school

- Operates school district equipment as necessary
- Assumes responsibility for the use, care and safe keeping of school district tools, supplies and equipment by the custodial staff
- 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
- Assumes responsibility for determining and implementing an appropriate course of action in response to emergency situations
- Review work of contractors and report progress to supervisors
- Establish and maintain the general protection of the building
- Maintain surveillance of school facilities as needed
- Inspect building on weekends and holidays in accordance with EFMMA/BOE contract
- Supervise and evaluate the performance of all subordinates assigned to your building/department
- Perform such other duties as may be assigned by the Superintendent and/or designee

VI. TERMS OF EMPLOYMENT

Work year and salary as per BOE/EFMMA contract

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Job Description/Section VI FACILITY MANAGER – ELEMENTARY/MIDDLE SCHOOLS/HIGH SCHOOLS

~~APPROVED: November 22, 2010~~

APPROVED: March 28, 2011