

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE**

Facility Manager – Maintenance

**II. PRIMARY FUNCTION**

Responsible for inspecting and analyzing actual and potential maintenance problems and for recommending to the supervisor methods, materials and personnel requirements to correct such problems. Facilities Manager – Maintenance shall lead and work with other tool persons in performing all necessary tasks to maintain all district facilities in a safe and efficient operation condition

**III. REPORTS TO**

Supervisor of Facilities

**IV. QUALIFICATIONS**

- Knowledge of and experience in working in public school facility maintenance program
- 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
- Ability to work with figures
- Demonstrated ability to lead and direct the work of crew members
- Experience in preventive maintenance of all mechanical systems
- Good physical health and ability to perform assigned tasks
- 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 maintenance crew
- Operates school district vehicles and equipment as necessary
- 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 improving an appropriate course of action in response to emergency situations
- Maintain control of work order system for minor repairs, assigning personnel as necessary to complete work orders in priority order

- Institute and maintain preventive maintenance programs for all mechanical systems in district facilities. This shall include all heating, ventilating and air conditioning systems, all pumping systems, as well as emergency alarms and equipment
- Assumes primary responsibility for observation and evaluation of crew personnel
- Inspect all facilities for unsafe or hazardous conditions, advising Supervisor of Facilities of necessary corrective action
- As other duties permit, work with grounds crew and custodial crew to accomplish the overall mission of the maintenance department
- 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 - MAINTENANCE

~~APPROVED: November 22, 2010~~

APPROVED: March 28, 2011