

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE:

Facility Manager – Warehouse

II. PRIMARY FUNCTION

Receive, log, tag and deliver all equipment and supplies to/from the warehouse for the entire district

III. REPORTS TO

Supervisor of Facilities

IV. QUALIFICATIONS

- Custodial or grounds maintenance experience preferred
- Good physical health, work record and ability to perform assigned tasks
- Valid New Jersey driver's license
- Ability to comprehend basic operating instructions and prepare reports and evaluations
- Demonstrated ability to lead and direct the work of crew members
- Ability to operate equipment and lift heavy objects
- Must pass driving test on grounds' vehicles
- Black Seal License preferred
- Must possess a New Jersey Commercial Driver's License
- Must be familiar with the use of a computer
- Must be able to drive a forklift
- 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

- Accept delivery of all purchases made by district
- Tag and enter into a computer all equipment received at warehouse
- Participates in the planning, scheduling and coordinating of work projects and assignments
- Participates in the work performed by the warehouse 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
- Deliver or schedule delivery of all items to appropriate location
- Maintain inventory of all items located in warehouse and district

- Performs snow removal and buffer, etc
- 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

mpl:ib
Job Description/Section VI Facility Manager – Warehouse

~~APPROVED: November 22, 2010~~

APPROVED: March 28, 2011