



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Director of Facilities
REPORTS TO: Business Administrator
QUALIFICATIONS:

1. Bachelor's degree in engineering, or facilities/industrial management.
2. Five (5) years or more experience in facilities management, project engineering, construction, or maintenance engineering.
3. Two (2) or more years of supervisor experience
4. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
5. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

GENERAL DESCRIPTION:

The Director of Facilities shall oversee the operation and maintenance of all school facilities and grounds.

ESSENTIAL JOB FUNCTIONS:

1. Supervises and directs the activities of the Chief of Custodians.
2. Assigns, supervises, and directs the activities of all district grounds and maintenance personnel.
3. Will provide written evaluation of each employee at a minimum of once a year.
4. Consults with administrators regarding field use, establishment and follow-up of preventative maintenance programs and schedules, and the planning of projects related to renovation, repair, or modification of athletic fields, grounds, and facilities.
5. Works cooperatively with Township officials.
6. Coordinates, evaluates, and monitors plant operations, preventative maintenance, corrective maintenance.
7. Improves efficiency and effectiveness of operation system.
8. Designs, implements and monitors the preventative maintenance system.
9. Designs and monitors a district-wide energy conservation program.
10. Assists principals in the implementation of energy programs.
11. Provides technical intervention between existing staff and vendors, architects, engineers and all appropriate regulatory agencies.
12. Obtains all required building permits and project approvals from township building inspector and the Department of Education, and all appropriate regulatory agencies.
13. Develops specifications, blueprints and technical bid documents for small and intermediate projects.
14. Acts as a project manager on all construction projects performed by outside contractors.
15. Recommends personnel for maintenance, custodial and grounds positions.
16. Develops budgetary estimates for anticipated renovations, repairs and capital projects.
17. Works cooperatively with other administrative staff in the maintenance of school buildings and grounds.
18. Supervises the work of internal crews and various contractors on all maintenance and repair activities.
19. Performs such other tasks and assumes such other responsibilities as assigned by the Business Administrator.

WORK YEAR: Twelve-month employee
DATE APPROVED: October 18, 2016
APPROVED BY: Board of Education