

**Middletown Township Board of Education  
Middletown, New Jersey 07748**

**JOB DESCRIPTION**

- Title:** Assistant Director of District Facilities
- Qualifications:** Must be eligible for or possess a current Certified Educational Facilities Manager certificate (CEFM)
- High school diploma required
- General knowledge of construction, maintenance of heating, ventilation, air conditioning, electrical, plumbing and carpentry
- General knowledge of building codes, state and federal OSHA and environmental codes
- Experience in grounds care and maintenance
- Reports To:** Director of District Facilities
- Job Goals:** Assist in the direct supervision of the daily operations and maintenance requirements of the school District. Assist in oversight and coordination of the responsibilities of the Facilities Supervisors
- Performance Responsibilities:**
1. Assist in planning for, reviewing and monitoring all District operational and maintenance projects in conjunction with the Director of District Facilities
  2. Assist in maintaining budget control for all operational and maintenance accounts under the auspices of the Director of District Facilities
  3. Assist with supervision of the daily operations of the District through the Facilities Supervisors responsibility for:
    - a. Maintaining work schedules for proper maintenance in individual buildings
    - b. Directing the preparation of playing fields and grounds, and other necessary facilities for athletics and other school activities
    - c. Overseeing repairs, ensure that preventive maintenance and lubrication schedules are met
    - d. Assisting in monitoring outside contractors to ensure contracts are adhered to
    - e. Implementing preventive maintenance program to ensure safe operation of equipment

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- f. Ensuring maintenance schedules and Department of Motor Vehicles inspections are conducted on District vehicles
  - g. Conducting periodic inspections of buildings
  - h. Ensuring Right-To-Know and AHERA compliance with maintenance personnel
  - i. Planning landscaping and grounds care to ensure effective and attractive schools
  - j. Recommending the hiring and/or termination of facilities staff
  - k. Assisting with planning for, reviewing and monitoring all district capital projects
  - l. Assist with supervision and overseeing the improvement and renovation work performed by both in-house personnel and outside contractors, verifying that terms of all such contracts have been fulfilled before recommending final payment
  - m. Ensure that custodial/maintenance personnel are regularly trained in the latest technology and safety procedures
  - n. Assist with the NJ State Department of Education monitoring for facilities (N.J.C. 6:8-4.3)
  - o. Attend appropriate board committee and other meetings
  - p. Assist with oversight of district snow removal operations
  - q. Assist in the preparation of the district's Long Range Facilities Plan
  - r. Assist Director of District Facilities with all aspects of facilities health and safety, including but not limited to monitoring and maintenance of air quality, Integrated Pest Management, lead testing, and compliance with local and state fire safety regulations
4. Any other duties assigned by the Director of District Facilities

**Terms of  
Employment:**

Twelve month year

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of non-professional personnel

**Approved:**