

**SOUTH AMBOY SCHOOL DISTRICT
SOUTH AMBOY, NJ 08879**

JOB DESCRIPTION

Facilities Supervisor

NON-CERTIFIED

TITLE: FACILITIES SUPERVISOR

BASIC FUNCTION:

Directly supervises the daily operations and maintenance requirements of the school district. Oversees and coordinates the responsibilities of the school custodians. (Day and Night)

QUALIFICATIONS:

1. Possess or be in the process of acquiring certified educational facilities manager certification (CEFM) preferred.
2. High school diploma required.
3. Minimum of 5 years experience in school plant maintenance and custodial operations, or an equivalent mix of maintenance and custodial experience of large corporate facilities including school maintenance experience.
4. Minimum of 5 years experience in direct supervision of maintenance personnel.
5. General knowledge of construction, maintenance of heating, ventilation, air conditioning, electrical, plumbing and carpentry.
6. General knowledge of building codes, state and federal OSHA and environmental codes.
7. Experience in grounds care and maintenance.
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

REPORTS TO: Business Administrator

PERFORMANCE RESPONSIBILITIES:

1. Project management. Plans for, reviews and monitors all district operational and maintenance projects in conjunction with the business administrator.
2. Budget and financial records. Maintains budget control for all operational and maintenance accounts under the auspices of the business administrator:
 - a. Plan for, review and monitor all district capital projects;
 - b. Prepare and submit to the business administrator a preliminary plant operations and maintenance budget;
 - c. Process and approve requisitions for goods and/or services in conjunction with maintenance budget.
3. Daily operations. Supervises the daily operations of the district through the school custodians with responsibility to:
 - a. Maintains work schedules for proper maintenance in individual buildings;
 - b. Directs the preparation of playing fields and grounds, and other necessary facilities for athletics and other school activities;
 - c. Oversees repairs, ensure that preventive maintenance and lubrication schedules are met;
 - d. Monitors outside contractors to ensure contracts are adhered to;
 - e. Implements preventive maintenance program to ensure safe operation of equipment;
 - f. Ensures maintenance schedules and Department of Motor Vehicles inspections are conducted on district vehicles;
 - g. Conducts periodic inspections of buildings;
 - h. Receives and inspects all deliveries of maintenance and custodial supplies and equipment for accuracy of amount, cost and specification.

FACILITIES SUPERVISOR (continued)

4. Ensure Right-To-Know and AHERA compliance with maintenance personnel.
5. Supervises custodial staff.
6. Plans landscaping and grounds care to ensure effective and attractive schools.
7. Recommends the hiring and/or termination of custodial/maintenance staff.
8. Ensures that custodial/maintenance personnel are regularly trained in the latest technology and safety procedures:
 - a. Monitors the time records of all custodial/maintenance staff and approves all overtime and vacation requests;
 - b. Evaluates the performance of custodial/maintenance staff in accordance with board policy.
9. Recommends to the business administrator any agenda item of personnel, bidding, or matters relating to plant operations, maintenance for the board of education approval.
10. Supervises and oversees 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.
11. Apprises business administrator of all maintenance and custodial issues and provides all required maintenance reports on a timely basis.
12. Maintains proper files for all diagrams, reports, warranties, equipment brochures and any other information pertinent to upkeep of buildings and equipment.
13. Works with the board's architectural and or engineering firms on capital projects and district initiatives.
14. Assists with the NJ State Department of Education monitoring for facilities.
15. Attends appropriate board committee and other meetings when required by the business administrator.
16. Oversees district snow removal operations, reports conditions to the business administrator.
17. Assists in the preparation of the district's long range facilities plan (LRFP).
18. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition, and make repairs and improvements pursuant to code and to building permits properly issued by the local municipal government.
19. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforced.
20. Record keeping:
 - a. Completes custodial reports, building condition reports and other records as required;
 - b. Submits all necessary documentation to the business administrator relating to the State Department's NJQSAC report;
 - c. Inspects inventory and reviews recommendations to purchase supplies, tools, equipment, and fuel;
 - d. Analyzes preventative maintenance logs and other records as required.
21. School Safety/Law Enforcement:
 - a. Attends safety committee meetings;
 - b. Ensures that all local, state, and federal standards for the health and safety of students and staff are maintained and that required reports are maintained;
 - c. Participates in school security audits;
 - d. Maintains the security system for the schools including surveillance;
 - e. Works cooperatively with law enforcement officials to promote school safety and supports law enforcement efforts.
22. Available on short notice for emergency purposes and critical developments.
23. Performs all other duties which may be within the scope of the Facilities Supervisor as may be assigned by the business administrator, superintendent of schools or other designated official by the Board.
24. Other:

FACILITIES SUPERVISOR (continued)

- a. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

TERMS OF

EMPLOYMENT: Full time, twelve (12) months. Contract terms and salary are to be determined by the Board of Education

EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of the board's policy on evaluation of non-certified staff. The Facilities Supervisor will be evaluated by the Business Administrator.

Approved by: South Amboy Board of Education

Date Adopted: February 24, 2016

Revised:

LEGAL REFERENCES:

N.J.S.A. 13:1E-99.11 Mandatory statewide source separation and recycling of
through 99.39 solid waste.

N.J.S.A. 18A:6-7.1 Criminal history record

N.J.S.A. 18A:16-1 Officers and employees

N.J.S.A. 18A:16-2 Physical examinations; requirement

N.J.S.A. 18A:17-3, -4 Tenure of janitorial employees

N.J.S.A. 18A:17-41 Rules and regulations governing janitorial employees

N.J.S.A. 18A:41-2 Fire and smoke doors closed

N.J.S.A. 34:5A-1 et seq. N.J. Worker and Community Right to Know Act

N.J.S.A. 34:7-1 License necessary

N.J.A.C. 5:11-8.5 Licensing of operating engineers and boiler operators

N.J.A.C. 6A:26 Educational facilities

See particularly:

N.J.A.C. 6A:26-12 Operation and maintenance of facilities

N.J.A.C. 6A:26A Comprehensive maintenance plans

N.J.A.C. 6A:32-6 School employee physical examinations

N.J.A.C. 7:26A-1.1 et seq. Source separation and recycling of solid waste

N.J.A.C. 8:59-5, 6 N. J. Worker and Community Right to Know Act

N.J.A.C. 12:100-4.2 Adoption by reference

N.J.A.C. 13:1F-19 School Integrated Pest Management Act

29 CFR 1910.1030 Bloodborne Pathogens Standard,

8 U.S.C.A. 1100 et seq. Immigration Reform and Control Act of 1986