

**DIRECTOR OF FACILITIES****FUNCTION:**

The Director of Facilities is a staff specialist to whom is delegated the responsibility for general supervision of maintenance and operation of the school plant.

The Director of Facilities is directly responsible to the Assistant Superintendent for Business or his/her designee. The Director of Facilities coordinates the activities of the building maintenance staff and any other personnel of the buildings and grounds staff not specifically assigned to a school building.

While the building custodians are under the direct supervision of the building principal, the Director of Facilities works in close cooperation with the building principal in the improving of custodial practices and in adjusting workloads and assignments.

The Director of Facilities makes recommendations to the Assistant Superintendent for Business or his/her designee, who, in turn, makes recommendations to the Board of Education and Superintendent of Schools for needed repairs to buildings and for the purchase of such equipment and materials that will improve building conditions or enhance the efficient operation and maintenance of the school buildings.

**REPORTS TO:**

Assistant Superintendent for Business or his/her designee.

**SUPERVISES:**

The custodial and maintenance supervisors work directly with maintenance and custodial personnel and serve as consultants to district administrators.

**QUALIFICATIONS:**

- A. Possess appropriate Civil Service certification.
- B. Minimum of at least five (5) years of experience in same or related position.

**RESPONSIBILITIES:****Maintenance and Operation of Plant**

- A. Prepares and maintains a long-range program for the upkeep and maintenance of the buildings and grounds of the district, including the periodic review of the district's architectural firm. This review shall be performed annually at a minimum and the

**DIRECTOR OF FACILITIES (Continued)****RESPONSIBILITIES: Maintenance and Operation of Plant (Continued)**

prioritization of projects shall first be discussed with the Assistant Superintendent of Business or designee.

- B. Inspects the district's buildings and grounds frequently; suggests to principals and head custodians remedial action required; reports to the Assistant Superintendent for Business, or his/her designee, management conditions found and remedial action being taken.
- C. Supervises the care, operation and maintenance of physical facilities and the performance of head or chief custodians in relation to same, including:
  - 1. Review and disposition of work orders;
  - 2. Lawns and plantings, walks, athletic fields, roadways, parking lots and playgrounds and to the performance of groundskeepers in relation to same;
  - 3. Develops program for emergency snow removal and supervises its implementation;
  - 4. Assures proper care of floors, lavatories, etc;
  - 5. Periodically visits night crews to assure full-service return to the district from night workers; same with full-time and part-time summer crews;
  - 6. Gives special attention to upkeep of classroom lighting, carpeting and heating systems;
  - 7. Studies savings in custodial supplies by experimenting with well-known inexpensive substitutes and by studying supply use and using said material when feasible while maintaining desired level of efficiency.
- D. Processes and evaluates all requisitions for supplies and equipment to be used in housekeeping and maintenance operations.
- E. Assumes responsibility for security, inventory and issuance as needed of operating and maintenance equipment to buildings.

**DIRECTOR OF FACILITIES (Continued)****RESPONSIBILITIES: Maintenance and Operation of Plant (Continued)**

- F. Maintains necessary records and prepares required reports in areas of responsibility such as: fire inspections; preventative maintenance operations; annual reports of achievement; equipment inventories; etc.
- G. Assures that all equipment needed for proper care and maintenance is maintained and in functioning condition, within budgetary allotments (i.e., snow removal equipment, floor cleaning equipment, boilers, rug cleaning equipment, etc.).
- H. Establishes an inventory of spare parts for standardized operation and maintenance equipment.
- I. Develops and supervises implementation of a calendar for routine annual preventive maintenance and repair of different types of equipment, within budgetary allotments, such as heating units, controls, lighting units, boilers, vehicles, mowers, etc.
- J. Establishes procedures for maintaining building security during evenings, weekends, summertime such as will provide maximum protection against vandalism of buildings and equipment; periodically tests security measures to assure that protection system is working effectively.
- K. Gives general attention to all maintenance work being performed and issues maintenance work orders.
- L. Serve as an integral member on the Board of Education's Buildings and Operations Committee, where he/she will provide expertise in the recommendations of capital projects for consideration, among other things.

**Personnel Selection and Development for Maintenance and Custodial Workers**

- A. Determines personnel needs, writes job analysis for new positions, and periodically updates job analysis for existing positions.
- B. Interviews and makes recommendations for hiring of new personnel.
- C. Evaluates personnel during and after probationary period and recommends for retention, promotion, dismissal and salary increments.
- D. Prepares payrolls for submission to personnel office (time cards and claim forms).
- E. Schedules vacations for personnel supervised.

**DIRECTOR OF FACILITIES (Continued)****RESPONSIBILITIES: Personnel Selection and Development for Maintenance and Custodial Workers (Continued)**

- F. Supervises implementation of the Employee Organization Agreement as it pertains to operational personnel supervised.
- G. Inaugurates and maintains periodic pre-service and inservice training courses for personnel to upgrade performance, and holds periodic meetings for personnel for training purposes; encourages personnel to participate in other organizations with like goals.
- H. Develops and maintains a safety campaign to minimize accidents and injury to personnel while on the job.
- I. Develops and periodically updates a handbook for all personnel supervised which includes basic policies, procedures, directives which affect them, job descriptions, etc.
- J. Determines work schedules and assigns personnel to specific jobs and tasks in concert with building principals where appropriate.
- K. Hires and provides effective supervision for all part-time, summer, evening, and other marginal personnel.
- L. Discusses needs for disciplinary action with appropriate district administrators and secures final approval for action from the assistant superintendent for business or his/her designee.
- M. Maintains, processes and updates personnel folders for maintenance and custodial personnel.

**Alterations, Repairs, Projects, Construction Projects**

- A. Drafts specifications for work, other than major new construction, utilizing architects, engineers, contractors and other consultants.
- B. Organizes staff for performing maintenance work approved and orders additional contractors for extra maintenance work to be performed.
- C. Inspects all work done by outside contractors other than major new construction.
- D. Organizes, supervises and inspects work done by district personnel.

**DIRECTOR OF FACILITIES (Continued)****RESPONSIBILITIES: Alterations, Repairs, Projects, Construction Projects (Continued)**

- E. Develops estimates for inclusion in the budget for alteration, repair and construction projects.
- F. Reviews specifications and plans on new buildings to be constructed; and serves as member of original planning committee for all new construction. When new construction begins, the Director of Facilities is responsible for becoming fully informed about all phases of construction through periodic visits to the projects and by close liaison with the supervising personnel employed on the construction.

While the Director of Facilities is not responsible for supervision of actual construction, the Director of Facilities should be thoroughly acquainted with all details of the construction and operation of all mechanical equipment for future guidance after completion of the project.

**Budget and Finance**

- A. Develops the appropriate codes of the budget for recommendation to the Assistant Superintendent for business or his/her designee.
- B. Drafts specifications for supplies and equipment to be used in operation and maintenance; maintains standard supply list and updates it.
- C. Interviews vendors, tests materials and equipment, initiates purchases within limits according to established procedures.

**Public Relations**

- A. Maintains effective liaison with outside agencies, such as local fire departments, water authority, health department, etc.

**Other**

Performs other duties to which the Director of Facilities may be specifically assigned by either the Superintendent of Schools or Assistant Superintendent for Business or his/her designee.

**DIRECTOR OF FACILITIES (Continued)**

Policy Revised:  
December 16, 1991  
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