

JOB DESCRIPTION

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JOB TITLE: BUILDING SERVICES MANAGEMENT ASSISTANT

REPORTS TO: Executive Director of Facilities

NATURE AND SCOPE OF JOB:

Under general direction of the Executive Director of Facilities the Building Services Management Assistant will complete and/or supervise the completion of highly complex analytical or unusually difficult administrative work required to provide or support the provision of building management, operation, maintenance, service and renovation, or supervises the operation, maintenance, and delivery of building services for a large building complex; and completes related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed

QUALIFICATIONS:

The Building Services Management Assistant shall:

1. Have ability to write or supervise the preparation of detailed reports containing findings, statistics, and policy or procedural recommendations for improving the operation, renovation, or development of new building structures and/or environmental requirements.
2. Have ability to analyze or supervise the analysis of internal operations by using research methods, operations analysis, and planning techniques; as well as write procedures for the delivery of building management services.
3. Have ability to plan, schedule, supervise, and evaluate the work of staff.
4. Have ability to evaluate overall performance of maintenance and building services by inspection of the areas as directed.
5. Bachelor's Degree from an accredited college or university.
6. Four (4) years of experience in the coordination and/or implementation of building management programs including building/property operations analysis, program development, organizational and fiscal planning, and cost efficiency programs, special building service programs, risk management or a related field.

NOTE: Applicants who do not possess the required education may substitute additional nonsupervisory experience as noted above on a year for year basis.

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NOTE: A Master's degree in Public Administration, Business Administration, or closely related field may be substituted for one (1) year of the nonsupervisory experience.

7. Shall be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.
8. Have ability to understand the principles of building management and risk assessment.
9. Have knowledge of the factor to consider in allocation, use, operation, maintenance, repair, or procurement of building and/or related service.
10. Have ability to develop fiscal planning for a building management program.
11. Have ability to understand the methods used to coordinate the allocation, use, operation, and renovation of buildings within a large public or private complex.
12. Have knowledge of the steps to take when an emergency or accident occurs.
13. Have ability to follow purchasing procedures related to the procurement of building maintenance and operating parts, supplies, equipment and related services.
14. Have knowledge of waste management and recycling program goals and objectives.
15. Have the ability to collect and analyze data regarding building operation, parts, and supply volumes.
16. Ability to plan and implement building management programs for the operation, maintenance, and renovation of buildings.
17. Have the ability to coordinate building management services.
18. Have the ability to conduct studies and surveys.
19. Have the ability to provide assignments and instructions to staff and supervise their performance.
20. Have ability to prepare reports containing findings, conclusions and recommendations.
21. Ability to develop and implement programs to fulfill the office and other building needs.
22. Ability to prepare correspondence as required.
23. Have ability to supervise the maintenance of records and files.
24. Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
25. Bi-lingual preferred

VERIFICATION OF COMPETENCY:

1. District Application and resume.

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2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers or other professional sources.
4. Official College Transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The Employee Services Representatives shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits, and leave time as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Building Services Management Assistant responsibilities will include, but not be limited to the following:

1. Develop and have the ability to implement programs, schedules, and procedures for the effective operation of large buildings and school facilities.
2. May review all building service requests submitted by the department that may include physical alterations, repairs, furniture moves, exterior and interior landscaping, heating and air complaints, elevator maintenance, environmental and general housekeeping services, and assigns priorities and work orders to in-house staff and coordinate activities.
3. Report on the general operation of the buildings including problem areas and any deviation from established plans and SOP's and regulations.
4. Collect, compile, and report accurate quantitative data on building age and condition, energy consumption, maintenance, repair costs, building allocation, operating/maintenance parts and supplies procurement volumes to assist management in daily decision making and/or in preparation of the annual budget request.
5. Establishes data input/output controls and monitors the in out flow of complicated computerized building allocation and use, repair maintenance programs, building services and/or fiscal information

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6. Implement or oversee the implementation of department building management, maintenance, operation, procurement, and/or other administrative policies, procedures, and/or program innovations by training and/or instructing department staff, by publicizing information; by observing and monitoring department and contractor performance, and by reporting deviations or critical delays to the Executive Directors designees.
7. Evaluate contract vendor performance of maintenance and repair activities by inspection of the areas of responsibility including property both interior and exterior for fire, health and safety violations or concerns.
8. Ensure the effective maintenance of property including building infrastructure and exterior grounds, and efficient administration of special facility service programs, such as waste management and recycling programs, through establishment of quantitative and qualitative controls.
9. Be responsible to contact vendors performing repair/maintenance, waste management and recycling and/or building operation services for schools and property to address operational or contractual issues.
10. Administer energy rationing programs as required in coordination with the Director of Energy and Project Control.
11. Prepare detailed progress reports and verify payment invoices on capital improvement projects.
12. Design a control system to bring deviations from building or project plans to the attention of the supervisor and the next higher level if corrective action fails.
13. As directed, write letters and/or memoranda explaining department building management, maintenance, operation, waste management and recycling program and/or procurement policies, procedures, or services to other departments, staff or members of the general public.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.

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2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION

The Executive Director of Facilities shall evaluate the Building Services Management Assistant in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.


Approved


Date