

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

FACILITIES/GROUNDS/OPERATIONS

4268 Manager of Plans

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REVISED

JOB TITLE: MANAGER OF PLANS

REPORTS TO: Executive Director of Facilities

SUPERVISES: Project staff as assigned

NATURE AND SCOPE OF JOB:

Under the direction of the Executive Director of Facilities, the Manager of Plans is responsible for evaluating, managing and monitoring projects primarily related to facilities structures; however, projects related to other disciplines, such as mechanical or electrical, will also be addressed.

QUALIFICATIONS:

The Manager of Plans shall:

1. Hold a Bachelor's degree in Engineering, Architecture or Construction Management (required).
2. Have a minimum of ten (10) years of experience in commercial, institutional or industrial facilities projects (residential project experience is not valid).
3. Have three (3) to five (5) years of experience with the construction and maintenance of New Jersey public schools, preferred.
4. Be registered as a professional engineer or architect, preferred.
5. Have experience working with the NJDOE, NJDCA and local code enforcement agencies.
6. Have at least three (3) years of experience utilizing computers and software programs including: MS Word and Excel, MS Project, MS Schedule and AutoCAD.
7. Have excellent leadership and organizational skills and the ability to motivate people.
8. Have excellent integrity and demonstrate good moral character and initiative.

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9. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
10. Demonstrate the ability to communicate effectively in English both orally and in writing, using proper grammar and vocabulary.
11. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period a sworn statement must be given that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C.6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professionals.
4. Employment interview.

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EMPLOYMENT TERMS:

The Manager of Plans shall be employed under the following:

1. Work year of twelve months.
2. Salary or hourly wage, benefits and leave time as specified in the written contractual agreement with the Board.
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:27-4et.seq.)

JOB FUNCTIONS AND RESPONSIBILITIES:

The Manager of Plans shall:

1. Be the primary district contact with the NJSDA for all communication and coordination on all new, renovation, and “emergent” projects including change of room or building use applications.
2. Coordinate all facilities improvements/renovations.
3. Prepare all bid documents, conduct pre-bid meetings and site inspections for district facilities projects and coordinate these activities with the purchasing department and district staff.
4. Coordinate all district school and office moves with moving companies, coordinate these activities with the district purchasing department and district staff.
5. Be the primary contact with district’s architect of record.
6. Prepare and submit all documentation on all projects as required by the NJ DOE.
7. Visit and inspect all facilities projects at frequent intervals to assure that plans, specification codes, and regulations are being observed and followed.

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8. Coordinate facilities project activities to minimize interference with school and facility operations.
9. Attend and represent the district at project job meetings and keep minutes.
10. Maintain communication with contractors, architects, engineers, governmental agencies and other parties during the process.
11. Record appropriate project activities and maintain documentation in accordance with laws, contract requirements and district policies or procedures.
12. Review, track, and produce project schedules and make recommendations as appropriate.
13. Investigate reports of faulty workmanship or materials on projects and take appropriate action under the terms of the contract or guarantee.
14. Review and make appropriate recommendations regarding payment of bills submitted by building contractors, testing laboratories, consulting architects, engineers, surveying firms and other vendors.
15. Review and make appropriate recommendations regarding all change in scope requests.
16. Assure compliance with district, state, and federal quality control programs for construction.
17. Receive and maintain all records regarding facilities projects in accordance with district procedure and applicable law.
18. Make recommendations on all contract issues including time extensions requests, assessment of liquidated damages and material selections.
19. Prepare regular reports at assigned intervals.
20. Assist in planning activities for new projects.

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21. Learn and become proficient with computer programs utilized by the Facilities Department as directed for purposes of performing job requirements.
22. Investigate street utility improvements adjoining school property.
23. Maintain necessary records of activities.
24. Plan and manage facility projects defining scope, identifying team members, developing specifications, establishing performance criteria, controlling change order process and assuring project results.
25. Perform construction management functions in compliance with applicable regulations and project staff health, safety, security, work life quality and the environment.
26. Have knowledge of building infrastructure maintenance and operation.
27. Provide technical support on issues related to building operations and repairs to the supervisors in other departments.
28. Assist in the implementation of district-wide scheduled and preventative maintenance system(s).
29. Work with consultants and construction management firms hired by the district.
30. Provide “in-house” technical resources and expertise for the development of construction contract document for bidding and construction administration.
31. Develop implementation plans and cost estimates for construction projects related to operations and maintenance district-wide.
32. Provide technical support and input into the development and administration of an in-service training program for district staff members on building-related issues.
33. Maintain effective communication with students, staff, and parents to elicit support and to seek perceptions and ideas for improvement of the facilities.

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34. Research and make recommendations for improvement in the effectiveness and efficiency of the repair, maintenance, and cleaning services so that attractive healthy and safe facilities are provided.
35. Attend required meetings and serve, as appropriate on staff committees.
36. Notify and assist the administration and appropriate emergency personnel of any emergency, and potentially dangerous or unusual situation following Policy and Regulation 8441. Care of Ill and Injured Pupils.
37. Understand and communicate current developments in the repair, maintenance, and custodial areas through reading, participation in appropriate workshops or meetings, and involvement in professional organizations.
38. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
39. Use computers and/or electronic equipment to fulfill job functions.
40. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
41. Observe strictly, to avoid the appearance of conflict, all requirements of School Ethics Act (N.J.S.A. 18A:12-21 et.seq.) regarding conflicts of interest in employments, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
42. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
43. Perform the duties and responsibilities that are within the scope of employment, as assigned by the Director of Facilities and not otherwise prohibited by law or regulation.

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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.
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 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 disease 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 substance are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but than can be noisy at times.

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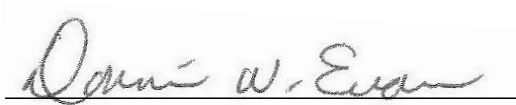
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EVALUATION:

The Executive Director of Facilities shall evaluate the Manager of Plans in accordance with Policy No. 4220, Regulation No. 4220. This Job Description and such other criteria as shall be established by the Board of Education.



Approved

5-1-2014

Date