

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

FACILITIES/GROUNDS/OPERATIONS

4270 Work Order Manager

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JOB TITLE: WORK ORDER MANAGER

REPORTS TO: Manager of Maintenance

SUPERVISES: No direct reports

NATURE AND SCOPE OF JOB:

The Work Order Manager receives all requests for work, repairs, emergency work or maintenance. The Work Order Manager works directly with the SchoolDude software to implement and document all required work from request to complete.

QUALIFICATIONS:

The Work Order Manager shall:

1. Have a degree in engineering or equivalent field related to the management of maintenance in a school district.
2. Have five years of experience at processing maintenance work orders in a multi-property facility in the range of 2,000,000 sq ft.
3. Demonstrate knowledge of construction codes, health and safety regulations, financial and management practices, purchasing, supervision, and motivation of personnel, Department of Education regulations and state and local regulations regarding the maintenance of building and equipment.
4. Have excellent leadership and organizational skills and the ability to motivate people.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

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9. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
10. 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.
11. 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 provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
12. 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.
13. Experience with SchoolDude maintenance software.
14. Experience with evaluating and scheduling maintenance work, including projecting costs, procuring and expediting material and establishing completion dates.
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 Work Order Manager 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 Work Order Manager shall:

1. Assist with the development and implementation of a Preventative Maintenance Plan for each building that outlines the tasks of and expectations for maintenance employees, indicating a detailed daily and periodic schedule for maintenance and repairs of the facilities. Establish and implement an effective summer and non-school day program of specialized maintenance and repairs.
2. Procure and pay for equipment, materials etc. that are required for district maintenance in accordance with Paterson Public Schools procurement invoicing and payment policies.
3. Receive all requests for maintenance and emergencies and enter them into SchoolDude.
4. Prioritize work orders and in conjunction with Manager of Maintenance and establish schedules. Follow up on all work orders.
5. Respond immediately to emergency situations and provide appropriate maintenance services. Maintain an emergency contact list.
6. Assist the Director of Facilities and Manager of Maintenance by regularly inspecting buildings, equipment, and grounds to meet all federal, State, insurance carriers, and local requirements, including the annual Department of Education Checklist. Ensure that high standards for maintenance, attractiveness and safety are maintained. Recommend to the

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Director of Facilities, Manager of Maintenance and/or Principal any improvements needed.

7. Make recommendations for the maintenance services budget, and then administer the approved budget, completing all required documentation.
8. Work cooperatively with the Director of Facilities to ensure that coordinated services are provided and that guideline for the division of responsibility for repairs and emergency repairs are established.
9. Maintain regular communication with Sector Supervisors.
10. Participate in the preparation of specifications for competitive bids for repair work.
11. Perform work in accordance with the Maintenance Services budget.
12. Provide technical assistance in estimating costs for various maintenance projects.
13. Conduct periodic investigations in all school facilities to determine the effectiveness of maintenance and repair programs and to maintain effective use of the building.
14. Prepare and maintain computerized reporting systems relative to work orders (SchoolDude) requested, in process, and completed, as well as major projects scheduled and in-process.
15. Provide recommendation for the development and updating of district policies and procedures relating to the maintenance and repair of school facilities.
16. Maintain in safe working condition and operate in a safe manner electronic and other equipment needed to carry out job functions and responsibilities.
17. Maintain effective communications with students, staff, and parents to elicit support and to seek perceptions and ideas to improve the maintenance services for the schools.
18. Research and make recommendations for improvement in the effectiveness and efficiency of the maintenance services so that attractive, healthy, and safe facilities are provided.

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19. Attend required meetings and serve, as appropriate on staff committees.
20. Understand and communicate current developments in maintenance services through reading, participation in appropriate workshops or meetings, and involvement in professional organizations.
21. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
22. Use computers and/or electronic equipment to fulfill job functions. Including but not limited to Word, Excel, Work Order Systems and SchoolDude.
23. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
24. Participate in appropriate in-service and workshop programs and attend any required meetings.
25. Display the highest ethical and professional behavior in working with students, parents, and school personnel, and outside agencies associated with the school.
26. Adhere to New Jersey school law, State Board of Education rules and regulations, State and local health agency requirements, Board of Education policies and regulations, school regulations and procedures, and contract obligations and construction codes.
27. Perform any 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.
28. Provide an efficient work order system and scheduling system for repairs of facilities and equipment that ensures that all maintenance and repairs are completed in a timely fashion, and provide regular work order status reports to the Director of Facilities.
29. Assist the Director of Facilities in the liaison role on the Long-Range Facilities Plan with the Schools Development Authority and Department of Education.

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30. Establish, order and expedite materials needed to meet the requirements of the work orders and work.
31. Close out all work orders by obtaining confirmation of successful completion of the work order. Personally inspect work to assure completion if necessary.
32. Develop and supervise work and vacation schedules for all maintenance personnel, including substitutes.
33. Notify appropriate personnel of emergencies which include but are not limited to fires, elevator failures, gas leaks, heating system failures, floods, sewer line backup or other occurrences that warrant immediate attention by either District or outside personnel.
34. Prepares weekly or monthly plans for the completion of work orders.
35. Participate in a regular program of safety, accident prevention, and effective maintenance procedures, including the safe and proper use of equipment (PPE) and materials, identification and prevention of hazards, air quality controls, Right To Know programs, and prevention of accidents and injuries. Work cooperatively with community and State agencies, including the police, fire, emergency, and health departments, to ensure that high standards of health, sanitation, and safety are maintained throughout all of the district's facilities and grounds.
36. Provide a regular program of maintenance staff development to promote quality maintenance, efficiency, effective procedures, communication skills, work attitudes, and ethics. Provide orientation and training for all new and substitute maintenance employees.
37. Assist the Director of Facilities by regularly inspecting buildings, equipment, and grounds to meet all federal, State, insurance carriers, and local requirements, including the annual Department of Education Checklist. Ensure that high standards for maintenance, attractiveness and safety are maintained. Recommend to the Director of Facilities and/or Principal any improvements needed.
38. Analyze all maintenance accidents and regularly search for patterns in injury reports in order to establish corrective procedures to reduce the potential for future accidents or hazards.

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39. Establish and maintain a system of financial records, controls, and accounting procedures for maintenance services in accordance with GAAP and applicable regulations, submitting all reports in a timely fashion. Correct immediately any audit exceptions.
40. Develop and recommend the maintenance services budget, and then administer the approved budget, completing all required documentation.
41. Work cooperatively with the Director of Facilities to ensure that coordinated services are provided and that guidelines for the division of responsibility for repairs and emergency repairs are established.
42. Maintain regular communication with Sector Supervisors.
43. Participate in the preparation of specifications for competitive bids for repair work.
44. Prepare and administer the Maintenance Services budget.
45. Collaborate with school principals on the maintenance and repair of school buildings.
46. Evaluate all staff members assigned to Maintenance Services.
47. Provide technical assistance in estimating costs for various maintenance projects.
48. Conduct periodic investigations in all school facilities to determine the effectiveness of maintenance and repair programs and to maintain effective use of the building.
49. Prepare and maintain computerized reporting systems relative to work orders (SchoolDude) requested, in process, and completed, as well as major projects scheduled and in-process.
50. Provide input into the development and administration of an in-service training program for maintenance and repairs staff members.

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51. Provide recommendation for the development and updating of district policies and procedures relating to the maintenance and repair of school facilities.
52. Establish and administer schedules and procedures for the repair and maintenance of school facilities during the summer months and other times when district facilities are not in use.
53. Communicate regularly with the Director of Facilities, principals, and appropriate staff about the needs, regulations and procedures for the effective operation of maintenance programs of the schools.
54. Maintain in safe working condition and operate in a safe manner electronic and other equipment needed to carry out job functions and responsibilities.
55. Maintain effective communications with students, staff, and parents to elicit support and to seek perceptions and ideas to improve the maintenance services for the schools.
56. Research and make recommendations for improvement in the effectiveness and efficiency of the maintenance services so that attractive, healthy, and safe facilities are provided.
57. Attend required meetings and serve, as appropriate on staff committees.
58. Notify and assist the administration and appropriate emergency personnel with any emergency, and potentially dangerous or unusual situations, following Policy and Regulation 8441, Care of Ill and Injured Pupils.
59. Understand and communicate current developments in maintenance services through reading, participation in appropriate workshops or meetings, and involvement in professional organizations.
60. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
61. Use computers and/or electronic equipment to fulfill job functions. Including but not limited to Word, Excel, and Work Order Systems.

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62. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
63. Participate in appropriate in-service and workshop programs and attend any required meetings.
64. Display the highest ethical and professional behavior in working with students, parents, and school personnel, and outside agencies associated with the school.
65. Adhere to New Jersey school law, State Board of Education rules and regulations, State and local health agency requirements, Board of Education policies and regulations, school regulations and procedures, and contract obligations and construction codes.
66. Perform any 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.
67. Prepare and implement, in conjunction with the DOE the Comprehensive Maintenance Plan (N.J.A.C. 6:8-4.9(a)7) that is both corrective and preventative for the upkeep of all facilities, grounds, and the major facilities systems (HVAC, mechanical, plumbing, electrical, and structural) of the district.
68. Provide an efficient work order system and scheduling system for repairs of facilities and equipment that ensures that all maintenance and repairs are completed in a timely fashion, and provide regular work order status reports to the Director of Facilities, Assistant Superintendent for Operations and principals of the buildings.
69. Assist the Director of Facilities in the liaison role on the Long-Range Facilities Plan with the Schools Development Authority and Department of Education.
70. Assist in developing a custodial services plan for each building that outlines the tasks of and expectations for custodial employees, indicating a detailed daily and periodic schedule for cleaning and simple repairs of the facilities. Establish and implement an effective summer and non-school day program of specialized cleaning and repairs.
71. Monitor and approve time records of designated maintenance and custodial personnel, and approve all overtime using established procedures and budgets.

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72. Monitor systems and procedures to ensure the security of all facilities.
73. Assist in maintaining the Fixed Assets Inventory, following the requirements of GAAP.
74. Maintain an inventory control system and purchase supplies, parts, and equipment through the established bid or price quote process that follows federal, state and local regulations.
75. Assist in supervising the removal of snow and ice so that safe conditions exist and schools can be opened in a timely manner.
76. Assist in developing, implementing and monitoring an effective grounds maintenance program, including playground equipment, to ensure that the grounds are attractive and safe.
77. Work cooperatively with the Supervisor of Health, Physical Education, and Athletics and with principals in the preparation of playing fields and facilities for athletics and school activities.
78. 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.
79. Attend required meetings and serve, as appropriate on staff committees.
80. Notify and assist the administration and appropriate emergency personnel of any emergency, and potentially dangerous or unusual situations, following Policy and Regulation 8441, Care of Ill and Injured Pupils.
81. 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.
82. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, 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.

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.

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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.

EVALUATION:

The Manager of Maintenance shall evaluate the Work Order Manager 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

Date