**RANDOLPH TOWNSHIP SCHOOLS**

**JOB DESCRIPTION**

TITLE: Director of Facilities

REPORTS TO: School Business Administrator / Board Secretary

QUALIFICATIONS:

1. Certified Educational Facilities Manager certificate (CEFM).
2. Black Seal Boiler Operator License.
3. Valid NJ Driver's License.
4. Bachelor's degree in facilities management, engineering, construction management, or related field (or equivalent experience).
5. Minimum 5 years supervisory experience in facilities, maintenance, or construction management.
6. General knowledge of construction, maintenance of HVAC, electrical, plumbing, and carpentry.
7. General knowledge of building codes, state, and federal OSHA and environmental codes.
8. Experience in grounds care and facility maintenance.
9. Compliance with all statutory regulations and district requirements for securing public school employment is required.

GENERAL DESCRIPTION:

The Director of Facilities plans, organizes, and directs all district facilities operations to ensure safe, efficient, and well-maintained school buildings and grounds. The position oversees maintenance, custodial, and grounds departments while leading capital improvement planning, regulatory compliance, and long-term infrastructure management to support the district's educational mission.

ESSENTIAL JOB FUNCTIONS:

1. Directs, supervises, and evaluates all maintenance, custodial, and grounds operations to ensure district facilities are safe, clean, secure, and fully operational.
2. Oversees the daily operation of facilities, including assigning work schedules, managing the work-order ticket system, supervising building coverage, and ensuring continuity of services across all schools and grounds.
3. Manages and maintains all building systems and infrastructure, including HVAC, electrical, plumbing, mechanical systems, fire alarms, security systems, vehicles, and grounds equipment.
4. Develops, implements, and monitors preventive and corrective maintenance programs to ensure safe operation of equipment and longevity of district assets.
5. Conducts regular facilities inspections, condition assessments, and testing to ensure compliance with applicable codes, permits, and safety standards.
6. Ensures compliance with all applicable federal, state, and local regulations, including but not limited to: NJDOE Comprehensive Maintenance Plan (CMP), Annual Facility Checklists, Long Range Facilities Plan (LRFP), LRFP amendments, PEOSH, AHERA, QSAC, IAQ, Right-to-Know, fire safety, environmental, and hazardous materials requirements.
7. Maintains all required documentation, records, reports, and regulatory submissions, including inventory records, custodial reports, preventive maintenance logs, and inspection records.
8. Supervises, trains, and evaluates department personnel, including custodial, maintenance, grounds, and support staff; recommends hiring, discipline, or termination in accordance with district policy.
9. Ensures staff receive ongoing training in safety procedures, equipment operation, and regulatory compliance, and monitors time and attendance records for payroll certification.

10. Develops and manages the operations of facilities, maintenance, and capital budgets; monitors expenditures for utilities, maintenance, and projects; and identifies cost savings and operational efficiencies.
11. Prepares and submits proposed budgets, capital plans, and agenda items to the School Business Administrator and Board of Education as required.
12. Maintains inventories and lifecycle plans for equipment, vehicles, tools, infrastructure assets, and supplies, and reviews purchasing recommendations as needed.
13. Leads district capital planning efforts, including development of multi-year capital improvement plans aligned with district goals.
14. Plans, manages, and oversees capital projects, renovations, additions, and facility upgrades, including coordination with architects, engineers, contractors, and regulatory agencies.
15. Assists in planning and implementation of capital referenda and bond projects and ensures contract compliance prior to recommending final payments.
16. Prepares bid specifications and procurement documents for maintenance, construction, and professional services in coordination with the Business Administrator.
17. Oversees grounds care, landscaping, athletic field preparation, snow removal operations, and facility readiness for school and community activities.
18. Establishes and enforces procedures for building access, community use of facilities, and after-hours building checks.
19. Oversees all aspects of the building-use management system and works collaboratively with other departments, as well outside organizations.
20. Manages facility operations during emergencies, severe weather events, building closures, and other critical situations, and supports district emergency preparedness planning.
21. Participates in safety committees and security audits, and coordinates with law enforcement and emergency services as required.
22. Monitors district energy consumption and utility usage, and implements energy efficiency, sustainability, and cost reduction- initiatives.
23. In coordination with the School Business Administrator, serves as a point of contact for the Architect of Record and for local, county, and State facility inspectors.
24. Assists with the development of the Facility Use Fee schedule and collection of fees for groups that use our facilities.
25. Performs other such tasks and assumes other responsibilities as assigned by the School Business Administrator / Board Secretary.

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| WORK YEAR: | Twelve Month Position |
| TERMS OF EMPLOYMENT: | Non-Affiliated Administrative Staff (Policy 4127) |
| DATE APPROVED: | October 18, 2016 |
| DATE REVISED: | April 30, 2026 |
| APPROVED BY: | Board of Education |