Tenafly PUBLIC SCHOOLS

ASSISTANT DIRECTOR OF FACILITIES

Qualifications:

- Educational Facilities Manager Certificate, desirable.
- Black Seal Low Pressure Boiler Operator.
- Minimum of five years experience in coordinating activities of district facilities.
- Ability to supervise and coordinate the activities of department staff.
- Demonstrated knowledge of architecture, school construction, engineering, plant operation, maintenance and management and school safety.
- Possess excellent organizational and interpersonal skills with attention to detail.
- Possess excellent computer skills including, but not limited to, Google Suite and Microsoft.
- Provide evidence that a criminal history record check has been conducted and clearance has been given by the NJ Department of Education (NJDOE) in accordance with the law.

Primary Function:

The primary function of the Assistant Director of Facilities is to support the Director of Facilities in overseeing the operation, maintenance, and management of buildings, grounds, and infrastructure.. The assistant director serves as a key point of contact for addressing facility-related issues and helps ensure that all physical spaces are functional, well-maintained, and aligned with the organization's operational needs.

Direct Report:

Director of Facilities

Specific Duties and Responsibilities:

- Under the direction of the Buildings & Grounds Supervisor, assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district's schools, office facilities and grounds.
- Assists with the implementation of the program of required preventive maintenance for each school and reports these activities in an annual comprehensive maintenance plan.Assists in supervising all custodial, maintenance and groundskeeping staff.
- Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.
- Recommends for purchase necessary equipment and supplies and maintains an inventory of them.
- Assists in the scheduling of work for each individual building and ensures that proper supplies are on hand in each building.
- Assist in following guidelines for the division of responsibility for minor in-school repairs and emergency repairs.
- Keeps abreast of new work methods, procedures and equipment.
- Ensures that standards consistent with all applicable local, state and federal laws are maintained.
- Assists in inspecting all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
- Assists with organization and implementation of programs on proper operation and maintenance of school facilities for departmental personnel.
- Ensures proper maintenance and operation of department equipment, including motorized vehicles, tools and machinery.
- Directs the preparation of playing fields, grounds and other necessary facilities for athletics and other school activities.
- Interprets and enforces board policies regarding school maintenance, safety and security procedures.
- Performs other duties as assigned for the efficient operation of the school district to increase the

effectiveness and reduce costs to the ultimate benefit of the district.
- Other duties as required by the Director of Facilities.

Terms of Employment:
12 month, Non-Bargaining Unit Position.

Evaluation:
In accordance with New Jersey laws and regulations and Tenafly Board of Education policy.

Board Approved:
September 19, 2022/Resolution P-9

Revised:
Revised: May 12, 2025