Tenafly PUBLIC SCHOOLS

DIRECTOR OF FACILITIES

Qualifications:

- Bachelor's degree in engineering, or facilities/industrial management.
- Five (5) years or more experience in facilities management, project engineering, construction, or maintenance engineering.
- Two (2) or more years of supervisory experience and valid Certified Educational Facilities Manager (CEFM) license.
- The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
- Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

Primary Function:

The Director of Facilities shall oversee the operation and maintenance of all school facilities and grounds.

Direct Report:

Business Administrator/Board Secretary

Specific Duties and Responsibilities:

- Supervises and directs the activities of district custodians.
- Assigns, supervises, and directs the activities of all district grounds and maintenance personnel.
- Provides written evaluation of each employee at a minimum of once a year.
- Consults with administrators regarding field use, establishment and follow-up of preventative maintenance programs and schedules, and the planning of projects related to renovation, repair, or modification of athletic fields, grounds, and facilities.
- Works cooperatively with Township officials.
- Coordinates, evaluates, and monitors plant operations, preventative maintenance, corrective maintenance.
- Improves efficiency and effectiveness of the district's operating systems.
- Designs, implements and monitors the preventative maintenance system.
- Designs and monitors a district-wide energy conservation program.
- Assists principals in the implementation of energy programs.
- Provides technical intervention between existing staff and vendors, architects, engineers and all appropriate regulatory agencies.
- Obtains all required building permits and project approvals from township building inspector and the Department of Education, and all appropriate regulatory agencies.
- Develops specifications, blueprints and technical bid documents for small and intermediate projects.
- Acts as a project manager on all construction projects performed by outside contractors.
- Recommends personnel for maintenance, custodial and grounds positions.
- Develops budgetary estimates for anticipated renovations, repairs and capital projects.
- Works cooperatively with other administrative staff in the maintenance of school buildings and grounds.
- Supervises the work of internal crews and various contractors on all maintenance and repair activities.
- Performs such other tasks and assumes such other responsibilities as assigned by the Business Administrator.

Terms of Employment:

12 month, Non-Bargaining Unit Position

Evaluation:
Will be evaluated by the Business Administrator/Board Secretary in accordance with New Jersey laws and regulations and Tenafly Board of Education policy

Board Approved:
March 17, 2025/Resolution 12.6

Revised: