

JOB TITLE: FACILITY MANAGER

REPORTS TO: Superintendent/School Business Administrator

NATURE AND SCOPE OF JOB:

To oversee the maintenance operations of the school facility and ensure a safe, clean and comfortable school environment; to assist with custodial operations and tasks; to carry out administrative tasks required to maintain and operate the school to the required standards.

QUALIFICATIONS:

The Facility Manager shall:

1. Have a High School Diploma or equivalent.
2. Possess a minimum of 3 (three) years' experience in school operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation.
3. Have supervisory experience.
4. Demonstrate knowledge of fire/safety laws and proper handling of hazardous materials.
5. Hold a valid driver's license with no serious violations.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates enthusiasm and 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.
9. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, 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, or, during the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
12. Provide information that includes current/former employers within the last twenty (20) years in which the employment involved direct contact with children ; a written authorization that consents to current and former employers disclosing certain information; and a written statement as to whether the applicant has any employment history regarding child abuse and/or sexual misconduct in accordance with N.J.S.A.18A:6-7.6.
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:

Job Description: Facility Manager

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 professional sources, or copies of recent evaluations and observations of teaching performance.

EMPLOYMENT TERMS:

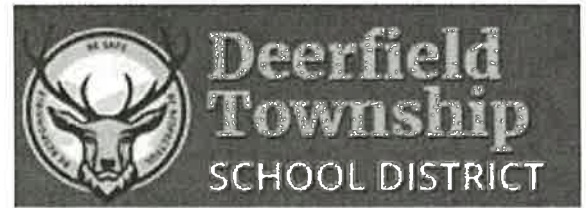
The School Social Worker shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits, and leave time as specified in the Non-Bargaining Unit Agreement.
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:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Facility Manager shall:

1. Assumes responsibility for the appropriate opening and closing of the school each day.
2. Respond to all emergency calls (before, during and after school hours).
3. Assist with scheduling daily tasks and daily cleaning of facilities in collaboration with the Account Manager of Custodial Services, agency responsible for cleaning the facility.
4. Monitor, operate and regulate heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water and electricity.
5. Plan and oversee all maintenance and repair work in the building.
6. Maintain an inventory and repair record of district owned equipment (including but not limited to lawn mower and tractor) and recommends purchase of supplies, tools, equipment, repair, maintenance and fuel.
7. Complete building condition reports and other records as required.
8. Conduct periodic inspections and tests of all electrical installations in the school to ensure their safe conditions.
9. Ensure that all fire/safety and environmental laws and regulations relating to the school maintenance and operation are enforced.
10. Maintain preventative maintenance logs and other records as required by State Agencies and law.
11. Assist with receipts of delivery.
12. Keep building, grounds, and premises, including sidewalks, driveways and play areas neat, clean and in good repair at all times.
13. Assist with shoveling, plowing, salting, and/or sweeping sidewalks, steps, driveways and parking areas, as needed.
14. Move furniture or equipment within the building as required for various activities and prepares/dismantles for all meetings/assemblies during school as directed by the Chief School Administrator, Assistant Principal, or Business Administrator.
15. Comply with all laws and procedures for the storage and disposal of trash, waste and debris.

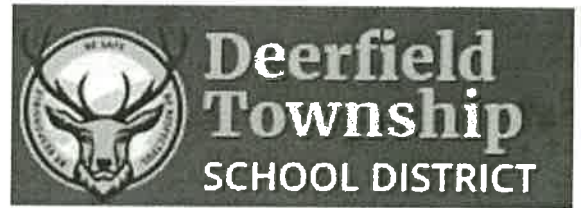


16. Conduct an ongoing program of general maintenance, upkeep and repair, making minor repairs and reporting major repairs needs promptly to the Chief School Administrator, Assistant Principal, and/or Business Administrator, as needed.
17. Perform ground keeping chores including cutting grass, tree trimming, leaf raking and removal of litter, to maintain the grounds in a safe and attractive condition.
18. Submit a monthly report to the Chief School Administrator of the school's physical condition.
19. Report any vandalism or damage to school property to district administrators and make necessary repairs, if possible.
20. Collect mail daily from the Post Office.
21. Mutually develop an annual evaluation of the district's physical facilities with the Chief School Administrator and makes recommendations for improvements.
22. Change air filters.
23. Examines school on a weekly basis for needed upkeep.
24. Painting as the need arises.
25. Inspect all roofing for deficiencies on a bi-weekly basis.
26. Inspect/maintain all playground equipment and facilities.
27. During summer and school breaks, work as part of the team to maintain and thoroughly clean the school building, furniture, grounds, etc.
28. Participate in the evaluation of all custodians in cooperation with the Account Manager.
29. Performs other duties as required by the administration.
30. Participates in appropriate professional development activities to keep abreast of latest developments in the field.
31. Performs other duties within the scope of his/her employment and certification as may be assigned. Participates in in-service training as assigned.

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 the 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 diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated and non-air conditioned facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Assistant Principal and/or assigned supervisor shall evaluate the School Social Worker in accordance with District Policy, this Job Description and such other criteria as shall be established by the Board of Education.

Approved: 28 October 2021