

# WARREN HILLS REGIONAL

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**TITLE:                   DIRECTOR OF PLANTS AND FACILITIES**

**QUALIFICATIONS:**

1. Must possess, or be in the process of obtaining, a Certified Educational Facilities Manager certificate (CEFM)
2. High school diploma required.
3. Minimum of 3 years experience in school plant maintenance and custodial operations, or an equivalent mix of maintenance and custodial experience of large corporate facilities including school maintenance experience.
4. General knowledge of construction, maintenance of heating, ventilation, air conditioning, electrical, plumbing and carpentry.
5. General knowledge of building codes, state and federal OSHA and environmental codes.
6. Experience in grounds care and maintenance.

**REPORTS TO:**           Business Administrator

**JOB GOALS:**

Directly supervise the daily operations and maintenance requirements of the school District. Oversee and coordinate the responsibilities of the school custodians. (Day and Night)

**PERFORMANCE RESPONSIBILITIES:**

1. Project management - Plan for, review and monitor all District operational and maintenance projects in conjunction with the Business Administrator
2. Budget and financial records. Maintain budget control for all operational and maintenance accounts under the auspices of the Business Administrator;
  - a. Plan for, review and monitor all district capital projects;
  - b. Prepare and submit to the Business Administrator a preliminary plant operations and maintenance budget.
  - c. Establish and maintain key control program for all buildings
3. Daily operations. Supervise the daily operations of the District through Maintenance personnel and School Custodians with final responsibility to:
  - a. Maintain work schedules for proper maintenance in individual buildings;
  - b. Direct the preparation of playing fields and grounds, and other necessary facilities for athletics and other school activities;
  - c. Oversee repairs, ensure that preventive maintenance and lubrication schedules are met;
  - d. Assist in monitoring outside contractors to ensure contracts are adhered to;
  - e. Implement preventive maintenance program to ensure safe operation of equipment;
  - f. Ensure maintenance schedules and Department of Motor Vehicles inspections are conducted on district vehicles;
  - g. Conduct periodic inspections of buildings.

4. Establish an energy contracting performance program as it relates to energy conservation.
5. Ensure Right-To-Know and AHERA compliance, IPM, OSHA, Indoor Air Quality with maintenance personnel.
6. Supervises custodial and maintenance staff.
7. Plan landscaping and grounds care to ensure effective and attractive schools.
8. Recommend the hiring and/or termination of facilities staff.
9. Ensure that custodial/maintenance personnel are regularly trained in the latest technology and safety procedures:
  - a. Monitors the time records of all custodians in the school and certifies them for salary payment;
  - b. Evaluates the performance of custodians in accordance with board policy.
10. Recommend to the Business Administrator any agenda item of personnel, bidding, or matters relating to plant operations, maintenance for the Board of Education approval.
11. Supervise and oversee the improvement and renovation work performed by both in-house personnel and outside contractors, verifying that terms of all such contracts have been fulfilled before recommending final payment.
12. Work with the Board's architectural and or engineering firms on capital projects and district initiatives.
13. Assist with the NJ State Department of Education monitoring for facilities.
14. Attend appropriate board committee and other meetings as may be requested.
15. Directly oversee district snow removal operations and advise the Superintendent of Schools on conditions.
16. Assist in the preparation of the district's Long Range Facilities Plan.
17. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition, and make repairs and improvements pursuant to code and to building permits properly issued by the local municipal government.
18. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforced.
19. Record keeping:
  - a. Completes custodial reports, building condition reports and other records as required;
  - b. Submit all necessary documentation to the Business Administrator relating to the State Department's QSAC report;
  - c. Inspection of inventory and review of recommendations to purchase supplies, tools, equipment, and fuel;
  - d. Analysis of preventative maintenance logs and other records as required.
20. Any other duties assigned by the Business Administrator.

**TERMS OF EMPLOYMENT:** Twelve month year, "at will" employee

**SALARY RANGE:** Negotiable, commensurate with experience and position qualifications.

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Warren Hills Regional Board of Education

Date: April 19, 2016

## LEGAL REFERENCES:

|                                   |   |
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| <u>N.J.S.A.</u> 13:1E-99.11       | Mandatory statewide source separation and recycling of through 99.39 solid waste. |
| <u>N.J.S.A.</u> 18A:6-7.1         | Criminal history record   |
| <u>N.J.S.A.</u> 18A:16-1          | Officers and employees  |
| <u>N.J.S.A.</u> 18A:16-2          | Physical examinations; requirement  |
| <u>N.J.S.A.</u> 6A:26-16.1        | Certified Educational Facilities Manager  |
| <u>N.J.S.A.</u> 18A:17-3, -4      | Tenure of janitorial employees  |
| <u>N.J.S.A.</u> 18A:17-41         | Rules and regulations governing janitorial employees                              |
| <u>N.J.S.A.</u> 18A:41-2          | Fire and smoke doors closed   |
| <u>N.J.S.A.</u> 34:5A-1 et seq.   | N.J. Worker and Community Right to Know Act                                       |
| <u>N.J.S.A.</u> 34:7-1            | License necessary   |
| <u>N.J.A.C.</u> 5:11-8.5          | Licensing of operating engineers and boiler operators                             |
| <u>N.J.A.C.</u> 6A:26             | Educational facilities  |
| See particularly:                 |   |
| <u>N.J.A.C.</u> 6A:26-12          | Operation and maintenance of facilities   |
| <u>N.J.A.C.</u> 6A:26A            | Comprehensive maintenance plans   |
| <u>N.J.A.C.</u> 6A:32-6           | School employee physical examinations   |
| <u>N.J.A.C.</u> 7:26A-1.1 et seq. | Source separation and recycling of solid waste                                    |
| <u>N.J.A.C.</u> 8:59-5, 6         | N. J. Worker and Community Right to Know Act                                      |
| <u>N.J.A.C.</u> 12:100-4.2        | Adoption by reference   |
| <u>N.J.A.C.</u> 13:1F-19          | School Integrated Pest Management Act   |
| 29 <u>CFR</u> 1910.1030           | <u>Bloodborne Pathogens Standard</u>  |