

TITLE: ASSISTANT DIRECTOR OF FACILITIES

QUALIFICATIONS:

- NJ DOE Office of School Facilities - Educational Facilities Manager Certificate, Preferred
- Successful completion of the Rutgers Certified Educational Facilities Manager Program, Required.
- In the absence of the Director the Assistant must have the ability to plan, manage and direct all area of facilities and operations, including personnel.
- Proven ability to interface with levels of staff and administration.
- Demonstrated skill in personnel management.
- Demonstrated knowledge or experience in facilities management:
 - Fireman's Black Seal License, Required
 - Very Small Water System License preferred
 - Knowledge or experience in Integrated Pest Management
 - Demonstrated knowledge or experience of architecture, school construction, engineering, plant operation, maintenance and management, and school safety.
- Must have a thorough knowledge of custodial methods, materials, tools, equipment and skills as applied to school buildings.
- Must have the ability to plan, assign and supervise unskilled and skilled workers and to obtain adherence to required standards.
- Demonstrated management skills & the ability to communicate on a written and verbal level.
- Must have the ability to keep records, compile reports.
- Must be computer literate & must demonstrate the ability to utilize word processing and spreadsheet programs.

REPORTS TO: DIRECTOR OF FACILITIES

JOB GOAL:

To provide a safe, clean and healthy school environment for the students and staff of the district.

PERFORMANCE RESPONSIBILITIES:

In order to fulfill the professional responsibilities of said position the **ASSISTANT DIRECTOR OF FACILITIES** shall:

1. Assist the Director in maintaining the department's working knowledge of any current, certificates, registrations, licenses, and other documents pertaining to all aspects of the following:
 - Statutes

- New Jersey Statutes Title 18A Education
- N.J.A.C. Title 6
- CODES
 - State of New Jersey Uniform Construction Code
 - B.O.C.A./ International – Building Code
 - B.O.C.A./ International – Mechanical Code
 - ASHRAE Ventilation Requirements
 - National Standard Plumbing Code
 - National Electric Code
 - New Jersey Uniform Fire Code
 - Americans with Disabilities Act
 - New Jersey Civil Rights Compliance
 - New Jersey Prevailing Wages Laws
 - New Jersey Public Purchasing Laws
 - New Jersey Long Range Facility Plan
 - Maintenance Plans (M-1 & M-2)
 - QAAR
 - Mercer County Soil Conservation Plan
 - Mercer County Recycling Plan
- Environmental & Safety
 - PEOSHA / OSHA Regulations
 - AHERA Regulations
 - Indoor Air Quality
 - New Jersey RADON Regulations
 - Fire Inspections
 - SAIF Insurance Inspections
 - New Jersey Department of Health Inspections

- New Jersey Worker and Community Right To Know
 - Lockout / Tag out Regulations
 - Confined Spaces
 - Occupational Exposure to Blood borne Pathogens
 - Medical Waste Regulations
 - Hazardous Waste Disposal
 - Chemical Storage Plan
 - Lead Contamination Control Act
 - New Jersey Safe Drinking Water Act
 - Clean Air Act, 1990
 - Refrigerant Recycling Rule
 - New Jersey All Hazards Planning
 - Licenses & Certificates
 - Boiler Operator Licenses
 - Boiler Emissions Certificates
 - NJ Health Inspection Certificates
 - Very Small Water Systems Operator License
 - Certified Playground Safety Inspector License
 - Fire Alarm Certifications
 - Elevator Safety Program, Inspection & Certifications
 - Pesticide Applicator Licenses
 - Backflow Preventer Testing & Certification
 - Commercial Driver Licenses
2. Supervise & evaluate the maintenance/facilities staff and assist the director and building principals in the supervision & evaluation of custodians and head custodians.
 3. Supervise the preparation of supply budgets, purchasing & inventory of cleaning & maintenance supplies and equipment.

4. Assure the timely record keeping & maintenance of district records retention system.
 - a. Work order system
 - b. Blue prints files by building
 - c. Job specifications for projects
5. Maintain and assure the proper operation the district Energy Management System for
 - a. Heating
 - b. Air Conditioning
 - c. Assure the proper operation of the above systems via
 - i. In house staff
 - ii. Contracted services as required
6. Assure the continued waterproof condition of district roofs via
 - a. Work orders documenting leaking conditions
 - b. Assigning repairs to
 - i. In house staff
 - ii. Contracted services as required
 - iii. Recommend repairs, replacements, and improvements as required.
7. Assure the proper operation of Fire Alarm systems.
 - a. Assist in building security procedures and practices
8. Assure the proper operation of sewers, water supply chlorination equipment, dedicated phone lines, P.A., clocks & bells and other mission critical equipment and systems as required.
9. Check buildings regularly for maintenance repair needs with input from the principals and head custodians.
 - a. Assist the Director in the completion of facilities inventories, i.e. all equipment, mechanicals, communication devices, furniture, etc.
 - b. Assist the principals with the preparation of the annual QAAR facilities inspection report.
 - c. Perform the annual spring SAIF Insurance inspection.
 - d. Document all work requests and completed work through the district work order system.
 - e. Assure that preventive maintenance & regular work assigned to custodial & maintenance staff is performed as assigned.
10. Assist the Head Custodians with scheduling custodial shifts to ensure that buildings are properly maintained and covered.
 - a. Insure that all custodians and head custodians are properly trained in the proper cleaning methods and insure the proper use of cleaning materials and supplies.
 - b. Make recommendations for improvement of custodial services supplies and equipment to the Director.
 - c. Review and assist in the upgrade of the “Custodial Manuals” for each building.

11. Check buildings frequently for proper cleaning and adherence to custodial assignments and work performance.
12. Supervise and coordinate the snow removal processes at all buildings.
13. Demonstrate a professional manner and have the ability to establish and maintain effective working relationships with subordinates, fellow employees and supervisors.
14. Assist in the supervision of ongoing construction projects.
15. Assist the Director with other duties as assigned.