

# FLEMINGTON-RARITAN REGIONAL SCHOOLS

## JOB DESCRIPTION

**TITLE:** Director of Educational Facilities, Operations and Security

### **QUALIFICATIONS:**

#### Minimum:

- Completed a minimum of two years experience in the field of buildings and grounds supervision
- Successful Graduation from a New Jersey Educational Facility Management Program or “equivalent program” with courses approved within or outside the State successfully substituted for required courses offered by the New Jersey Educational Facility Management Program
- Upon hiring, consistently maintain 20 CEUs within fields of study related to school facilities in the State and approved by the department in order to comply with successful renewal of the Certified Educational Facilities Manager (CEFM) certification
- Maintain an active New Jersey Department of Education Office of School Facilities – Educational Facilities Manager Certificate
- Fireman’s Black Seal License
- Knowledge or experience in Integrated Pest Management
- Demonstrated knowledge or experience of architecture, school construction, engineering, plant operation, maintenance and management, and school safety.
- Ability to plan, manage, and direct all phases of the facilities operations.
- Thorough knowledge of budget development and management.
- Demonstrated skill in personnel management.
- Proven ability to interface with levels of staff and administration.

**REPORTS TO:** Business Administrator

**JOB GOAL:** To provide the management and direction necessary to achieve and preserve a high level of excellence in the areas of security, custodial, building maintenance, operations, and grounds by expending the necessary resources to complete this goal on a daily basis.

**PERFORMANCE RESPONSIBILITIES:** In order to fulfill his/her professional responsibilities, the Director of Educational Facilities, Operations and Security shall:

#### **General**

1. Determine what work will be performed by in-house maintenance/facilities resources, contract vendors, and custodial staff.
2. Supervise all maintenance, grounds, and trades personnel and, in concert with the building principals, the head of the custodial department.
3. Be responsible for monitoring all facilities work within the district to ensure compliance with plans, specifications, building and fire codes, and health & safety/security.
4. Be responsible for being the Asbestos Hazard Emergency Response Act Coordinator for the district.
5. Be responsible for working with the Superintendent and Business Administrator to plan, schedule, and communicate information about ongoing projects throughout the district.
6. Prepare all bids and quotations for contracted work, equipment, and supplies.
7. Advise administration on all requests for change orders and payment vouchers.
8. Maintain district plans, manuals, and warranties in an organized and accessible manner.
9. Recommend approval of contracted projects once completed.
10. Official board approval for Right to Know Officer, Integrated Pest Management Coordinator, Indoor Air Quality Designee.

#### **Safety & Security**

1. Establish procedures to ensure safe work habits and conditions for all buildings and grounds staff
2. Be responsible for being in charge of the safety committee and is the Health & Safety Designee for the district.
3. Supervise and oversee implementation of all projects related to district security, building/grounds and custodial.
4. Work with construction managers to maintain safety conditions at all times during renovations.

5. Manage, monitor and maintain security cameras, locking hardware, security server, and all building entrances/exits.
6. Update district security manual annually in accordance with policies and procedures.

### **Facilities**

Continue to provide and maintain for the school district and update the department's working knowledge of any current and on-going information, certificates, registrations, licenses, and other documents pertaining to all aspects of the attached list.

### **Operations**

1. Provide a safe, clean, and healthy environment for the students and staff of the district.
2. Perform the recruitment, interviewing, and hiring of all maintenance personnel.
3. Approve all maintenance overtime and leave requests.
4. Coordinate with Project Manager on any referendum projects as directed by the Business Administrator and/or the Superintendent.
5. Establish procedures to ensure safe work habits and conditions for all buildings and grounds staff.
6. Be responsible for being in charge of the safety committee and is the Health and Safety Designee for the district.
7. Supervise and oversee implementation of all projects related to district security, building/grounds and custodial.
8. Work with construction managers to maintain safety conditions at all times during renovations.
9. Manage, monitor and maintain security cameras, locking hardware, and all building entrances/exits.

### **Maintenance**

Provide a physical school plant in a condition of operating excellence so that full educational use may be made of it at all times.

### **Capital Improvement**

Establishment of a long-range capital improvement program with major attention to:

1. Security/Safety of Students and Staff
2. Preservation of Buildings
3. Energy Conservation
4. Preventative Maintenance
5. Cost Effectiveness
6. Beautification

### **Governmental Relationships**

Maintain cooperative relationships with the appropriate government agencies.

### **Budget**

1. Prepare budget and monitor expenditures for appropriate budget codes.
2. Approve purchasing requisitions.
3. Prepare and review estimates for specific jobs.

### **Other Duties**

1. Develop and maintain a system for district records retention.
2. Perform other duties as assigned by the School Business Administrator and/or the Superintendent of Schools.

### **TERMS OF**

**EMPLOYMENT:** Salary for a twelve-month work year to be determined by the Board and to be commensurate with experience.

**EVALUATION:** Evaluation will be based on observations of the Superintendent in consultation with the Business Administrator. A written evaluation and conference will be held annually with the individual, and the report will be filed in the personnel file of the employee.

Established: May 23, 2016

Revised: May 4, 2020

Revised: June 21, 2021

Revised: July 25, 2022

Revised: October 16, 2023

## 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
  1. Maintenance Plans (M1 & M2)

## QAAR

- Hunterdon County Conservation Plan
- Hunterdon 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 Bourne 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