

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD**

525 Academy Street. Maplewood, NJ 07040

**JOB DESCRIPTION**

**POSITION TITLE**

**FACILITIES DIRECTOR**

**MINIMUM  
QUALIFICATIONS**

- Must possess a New Jersey Educational Facility Manager's certificate (NJSA 18A:17-49)
- Knowledge of plant operations and maintenance; custodial cleaning methods and procedures; heating and ventilation systems;
- Proper handling of hazardous waste materials.
- Familiarity with computerized HVAC systems.
- Experience with OSHA, AHERA, Fire Codes and Right to Know procedures.
- Ability to read, write and communicate effectively.
- Possess a valid New Jersey driver's license.
- Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.

**REPORTS TO**

School Business Administrator

**JOB GOAL(S)**

To oversee day to day custodial and maintenance operations of District facilities and ensure a safe, clean, and comfortable school environment; manage projects timeline, priority, progress and completion approval; to carry out administrative tasks to include serving as the District point of contact for all Local, State and Federal compliance visits (Right to Know, PEOSH, annual Fire Marshall compliance inspections, Health Official inspections) as required; to maintain and operate the plant to the required standards.

**JOB RESPONSIBILITY AND  
AUTHORITY**

Custodial and maintenance staff

### **PRIMARY RESPONSIBILITIES**

1. Examine school sites on a regular basis to determine needed repairs and maintenance.
2. Establish and recommend priorities for repair projects.
3. Evaluate all submitted work orders and recommend assignments. Monitor progress of all work orders.
4. Assign and supervise maintenance teams to handle more involved projects.
5. Inspect schools on a regular to determine quality of cleaning effort.
6. Communicate all special needs (events) to the Contract Custodial Support Supervisor.
7. Act as liaison between various township and state offices; e.g. Fire Department, Board of Health, Right-to-know, HAZMAT etc.
8. Develop and maintain an inventory of maintenance equipment used at the district level.
9. Advise in the hiring of contractors to perform certain maintenance or repair services.
10. Maintain district guidelines on energy conservation and recycling.
11. Provide periodic in-service workshops for all maintenance personnel.
12. Coordinate annual Right-to-Know training.
13. Be readily available to the school district in the event of emergencies for snow removal, storm damage and/or vandalism.
14. Develop cost estimates of repair projects in terms of labor, material and overhead.
15. Provide work assignments and conduct random work site checks for safety and job completion.
16. Supervise the conduct of the district preventive maintenance program.
17. Conduct periodic visits to schools and visit principals to identify any special problems.
18. Perform other duties as may be assigned for the efficient operation of the school district.
19. Complete the annual comprehensive maintenance plan. Ensure all certifications remain updated as required by law. The certifications include but are not limited to fire inspections, elevator inspections, boiler inspections, lead testing, etc.
20. Facilitate and Monitor approved construction projects.

### **TERMS OF EMPLOYMENT**

12 Months

Salary to be determined by the Board

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It is not the intent of this description to cover every one of the duties and responsibilities of this position. It lists most of the significant areas and is intended to convey a general understanding of the assignment. However, evaluation of performance will be based on the duties and responsibilities listed in the job description.

**Initial Approval:** April 19, 2021