

RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT
Oakland, New Jersey
JOB DESCRIPTION

Title: Assistant Facilities Coordinator

Organizational Relationships: Direct report to District Operations, Facilities & School Security Coordinator with a dotted line to Business Administrator. Evaluated by the District Operations, Facilities & School Security Coordinator and Business Administrator.

Primary Function: Responsible for all areas of building services and coordination of the transportation functions of the District.

Major Responsibilities:

1. Performs administrative and supervisory duties relating to the structural, mechanical and physical maintenance and repair of the District's facilities and consults with contractors, the School Business Administrator and District Operations, Facilities & School Security Coordinator to ensure proper compliance and administration of the various laws, regulations, technical practices, operations and management techniques with regard to the maintenance and repair of the District's facilities and assists in planning, organizing and directing all undertakings relating to the structural, mechanical and physical maintenance and repair of the District's facilities.
2. Organize, manage, and supervise all maintenance custodial and groundskeeping operations of the District in compliance with all applicable federal, state, and local laws and regulations, and Board of Education policies and procedures.
3. Develop and implement the multi-year Comprehensive Maintenance Plan (N.J.A.C. 6:8-4.9(a)7) that is both corrective and preventative for the upkeep of all facilities, grounds, and the major facilities systems (HVAC, mechanical, plumbing, electrical, and structural) of the District. Provide an efficient work order system for repairs of facilities and equipment that ensures that all maintenance and repairs are completed in a timely fashion, and provide regular work order status reports to the District Operations, Facilities & School Security Coordinator, Business Administrator, and principals of the buildings. Recommend facility improvement and modernization to improve the systems, equipment, and facilities of the District.

4. Recommend policies and regulations dealing with facilities.
5. Develop a custodial services plan for each building that outlines the tasks of and expectations for custodial employees, indicating a detailed daily and periodic schedule for cleaning and simple repairs of the facilities. Establish and implement an effective summer and non-school day program of specialized cleaning and repairs. Research and make recommendations for improvement in the effectiveness and efficiency of the repair, maintenance, and cleaning services so that attractive, healthy, and safe facilities are provided.
6. Monitor time records of all maintenance, grounds, and custodial personnel.
7. Develop and maintain a system of inspections for regular building, equipment, and grounds which meet all federal, state, and local requirements.
8. Conduct regular inspections of all school facilities, grounds, and equipment to ensure that high standards for cleanliness, attractiveness, and safety are maintained. Recommend to the District Operations, Facilities & School Security Coordinator, Business Administrator or Principal any improvements needed.
9. Develop and recommend the Building and Grounds budget, and then administer the approved budget, completing all required documentation.
10. Maintain current drawings and engineering records describing District facilities, equipment, and grounds.
11. Assist the District Operations, Facilities & School Security Coordinator, Superintendent, and Business Administrator with the development and annual review of the District's Long-Range Facility Plan (N.J.A.C. 6A Chapter 26, Subchapter 2).
12. Approve the specifications and recommend contractors to perform maintenance and repair services, using established District procedures. Supervise and inspect the work performed and recommend payment upon satisfactory completion of the work.
13. Develop, implement, and monitor an energy conservation program, making recommendations for efficiency and reduction in the costs of operating the facilities.
14. Provide and maintain a system for the efficient and effective disposal of waste with provisions for recycling of all waste permitted by local and State regulations.

15. Provide oversight of the Transportation Supervisor, including District motor vehicle fleet record keeping, vehicle maintenance, repair schedules and logs, fleet safety and inspections. Facilitate interdepartmental cooperation between Transportation and Facilities Departments as necessary.

16. Collaborate with Administrative Assistant, Transportation Supervisor, and Building Foreman.

17. Serve as chairperson of the school District Safety Council, preparing agenda and meeting minutes. Provide support to school administration with: Chemical Hygiene Plan, Hazardous & Biological Waste Disposal & Record Keeping, Integrated Pest Management, Indoor Air Quality, Biosecurity Plan, OSHA, PEOSH, Right-to-Know, AHERA (Asbestos) and any other pertinent laws and regulations.

18. Develop and implement in-service programs and activities for staff members and provide oversight of the following programs: Right To Know, Indoor Air Quality, Hazardous Communication, Blood-borne Pathogen, Asbestos Hazard Emergency Response Act, Public Employees Occupational Safety & Health, Americans With Disabilities Act and Loss Prevention Plan. Understand and communicate current developments in the repair, maintenance, and custodial areas through reading, participation in appropriate workshops or meetings, and involvement in professional organizations.

19. Perform any duties and responsibilities that are within the scope of employment, as assigned by the District Operations, Facilities & School Security Coordinator and Business Administrator, and not otherwise prohibited by law or regulation.

Qualifications:

1. Meet the requirements of a “Certified Educational Facilities Manager” pursuant to N.J.S.A. 18A:17-49.

2. Possess prior experience in custodial and/or maintenance field with prior supervisory experience preferred.

3. Demonstrate knowledge of construction codes, health and safety regulations, financial and management practices, purchasing, supervision, and motivation of personnel, and state and local regulations regarding the maintenance of buildings and equipment.

4. Demonstrate excellent leadership and organizational skills and the ability to motivate people.

5. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Terms of Employment: Twelve-month year, salary or hourly wage, benefits and leave time as specified in the written contractual agreement with the Board of Education.

Approved: May 9, 2022