



WOODLYNNE SCHOOL DISTRICT

131 ELM AVENUE, WOODLYNNE, NJ 08107
(856) 962-8822 Fax (856) 962-0191



Jackie Walters
Superintendent/Principal

Samantha Kirby
President, Board of Education

Job Posting: Supervisor of Facility Management

Qualifications:

1. High school diploma required.
2. 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.
3. Current holder of CEFM or willingness to attend classes to obtain the certificate within the first two years of employment
4. Experience in supervision of custodial personnel.
5. General knowledge of construction, maintenance of heating, ventilation, air conditioning, electrical, plumbing and carpentry.
6. General knowledge of building codes, state and federal OSHA and environmental codes.
7. Experience in grounds care and maintenance.
8. Possession of a New Jersey Black Seal Boiler license.
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

Reports to: School Business Administrator / Board Secretary – Chief School Administrator

Job Goal:

Directly supervise the daily facility operations and CSA approved maintenance requirements of the school district. Oversee and coordinate the responsibilities of the school custodians. (Day and Night) Perform annual reviews for each of the custodial staff members. Performs tasks of maintaining, inspecting, repairing and upgrading interior and exterior building system elements and equipment systems including: testing, troubleshooting, repair and modification of building structures, finishes, fixtures, appliances, associated electrical, mechanical and plumbing equipment and designated District process equipment and devices. Performs supporting Locksmithing activities and the maintenance of the key control system in the building.

Shall respond to emergencies and other duties as assigned by the School

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.
3. Daily operations. Supervise the daily operations of the district through the school custodians with final responsibility to:
 - a. Maintain work schedules for proper maintenance in individual buildings;
 - b. Oversee repairs, ensure that preventive maintenance and lubrication schedules are met;
 - c. Assist in monitoring outside contractors to ensure contracts are adhered to;
 - d. Implement preventive maintenance program to ensure safe operation of equipment;
 - e. Ensure maintenance schedules and Department of Motor Vehicles inspections are conducted on district vehicles;
 - f. Conduct periodic inspections of buildings.
4. Ensure Right-To-Know and AHERA compliance with maintenance personnel.
 - a. Supervises custodial staff including completion of annual reviews. This includes daily supervision, developing schedules for the staff, annual evaluations, making recommendations about personnel decisions, etc.
5. Monitor and report any damage from outside groups utilizing the facilities.
6. Plan landscaping and grounds care to ensure effective and attractive schools.
7. Recommend the hiring and/or termination of facilities staff.
8. 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.
9. Recommend to the Chief School Administrator any agenda item of personnel, bidding, or matters relating to plant operations, maintenance for the board of education approval.
10. 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.

11. Work with the board's architectural and or engineering firms on capital projects and district initiatives.
12. Assist with the NJ State Department of Education monitoring for facilities.
13. Attend appropriate board committee and other meetings.
14. Directly oversee district snow removal operations, notify radio/ police stations and advise the Chief School Administrator of schools on conditions.
15. Assist in the preparation of the district's long range facilities plan (LRFP).
16. 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.
17. Annually, complete and update the district's facilities check list, five (5) year long range facility plan and the three (3) year comprehensive maintenance plan. These items must be completed by October 31st of each year.
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. Summit all necessary documentation to the business administrator relating to the State Department's QAAR 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. School Safety/Law Enforcement
 - a. Attends safety committee meetings; prepares agenda, minutes, and reports to the insurance representatives.
 - b. Ensures that all local, state, and federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
 - c. Participates in school security audits.
 - d. Maintains the security system for the schools including parking and surveillance.
 - e. Works cooperatively with law enforcement official to promote school safety and support law enforcement efforts.
 - f. Checks all buildings and grounds regularly for safety purposes.
 - g. Inspects and maintains fire alarm systems and fire extinguishers on a regularly-scheduled basis.
 - h. Establishes and administers rules and procedures regarding availability and custody of all keys to District facilities.
 - i. Establishes procedures for checking each District facility during hours when it is not in use.

21. Any other duties assigned by the Business Administrator. Or Chief School Administrator

Working Conditions

- Expected to work shift hours outside regular working schedule.
- Expected to lift at least 50 lbs. in full range of motion.
- Works outdoors in all weather conditions as needed.
- Works at heights greater than 50 feet and in confined spaces with appropriate personal protective and department safety equipment as needed.
- Assist with custodial responsibilities as deemed necessary.
- The work environment of the physical plant is maintained such that it is well lit, clean and safe.
- Safe work practices are expected of all personnel in the department.

Terms of Employment:

- Twelve months, can be part-time as determined by the Board of Education
- Salary to be determined by the Board of Education

Annual Evaluations

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

Qualified Applicants – Email Emily Powell at epowell@woodlynne.k12.nj.us. Salary is to be determined based on experience.

Application Deadline – Open until filled.