



**OAKLYN PUBLIC SCHOOL
JOB DESCRIPTION**

TITLE: FACILITIES MANAGER

QUALIFICATIONS:

1. High School Graduate
2. Proficient in the following:
 - a. Plumbing
 - b. Carpentry
 - c. Heating/HVAC
 - d. Electrical
3. Possess a valid New Jersey Drivers License
4. Ability to easily lift 40 pounds
5. Have experience regarding building and ground maintenance
6. Required criminal history background check and proof of US citizenship or legal resident alien status
7. Hold qualifications as deemed necessary by the Board of Education and the statutes of the State of New Jersey

REPORTS TO: Building Principal, Superintendent of Schools, Business Administrator

JOB GOAL: To provide leadership and supervision in maintenance and custodial areas of the facilities and to provide a clean, safe and orderly educational environment

PERFORMANCE RESPONSIBILITIES

Administration

1. Complies with Board of Education and State of New Jersey policies, rules, laws, regulations and directives.
2. Implements and observes fire regulations NJSA 18A:41-2.
3. Follows directives of the Principal and requests made by the Business Administrator, Superintendent and School Administration.
4. Reviews with Principal the progress or work requirements and the future needs of the school system.
5. Evaluates staff within job jurisdiction.
6. Operates within budget requirements.
7. Develops and implements a preventative maintenance program.

Supervision

1. Directs custodial/maintenance personnel.
2. Allocates personnel to scheduled, as well as emergency job assignments as necessary to meet school district needs.
3. Monitors staff, inventory, supplies, equipment, maintenance needs and records associated with these areas.
4. Conducts staff training as needed.
5. Works with contractors, engineers and architects with regards to the execution of bid awards.
6. Interviews and recommends new staff members.
7. Supervises all internal building alterations or projects.
8. Coordinates the receipt and disbursement of materials and supplies.
9. Supervises the overall inventory under the direction of the administration.
10. Coordinates the work with vendors regarding the products used in the care and maintenance of the building.

Miscellaneous

1. Responds to emergency or special situations during or after normal school hours on an "on call" basis as needed.
2. Receives, prioritizes and ensures completion of work requirements/requests in order to provide a safe, secure, attractive, educational environment.
3. Submits annual building/grounds improvement recommendations for budget consideration.
4. Prepares reports, records, purchase orders and other written documents as may be required.
5. Performs all other duties allied to the maintenance of a productive educational environment as may be determined by the administration and not delineated herein.

TERMS OF EMPLOYMENT: Twelve month year. Salary is established within the Agreement between the Oaklyn Board of Education and the Oaklyn Education Association.

EVALUATION: Performance of the job will be evaluated annually in accordance with the provisions of the Board's policies for personnel evaluation.

DATE APPROVED: September 29, 2008