



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

DIRECTOR OF PLANT, OPERATIONS AND MAINTENANCE

QUALIFICATIONS:

1. Meets the requirements of a “Certified Educational Facilities Manager” pursuant to N.J.S.A. 18A:17-49.
2. Possesses a Bachelor’s Degree or higher (preferred).
3. Demonstrates a minimum of 5 years experience in plant maintenance, custodial operations, construction, and property management.
4. Demonstrates knowledge of construction codes, health and safety regulations, State and Federal OSHA, Right to Know, financial and management practices, purchasing, supervision and motivation of personnel, and state and local regulations regarding the maintenance of buildings and equipment.
5. Has strong background in facilities maintenance, grounds care and planning.
6. Demonstrates knowledge, skills and ability in effective communication.
7. Possesses ability in staff supervision, evaluation and personnel management.
8. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
9. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: School Business Administrator/Board Secretary, or designee

JOB GOALS: To develop and execute a plant maintenance program including preventive maintenance for all buildings, equipment and grounds so that full educational use is available at all times. To organize, provide and manage a program of custodial, grounds and maintenance services to ensure that all facilities are maintained for the well being, health, safety, sanitation and security of students, staff and community. To provide and manage all district maintenance, repairs, and construction/renovation projects.

PERFORMANCE RESPONSIBILITIES:

A. BUDGET AND PLANNING:

1. Prepares and administers the budget for Buildings and Grounds Department, including but not limited to custodial, grounds and maintenance.
2. In conjunction with professionals, prepares and administers the budget for all district repairs and renovation projects.
3. Monitors and approves time records of all custodial, grounds and maintenance personnel, and approve all overtime using established procedures and budgets.

B. PURCHASING/INVENTORY:

1. In conjunction with the School Business Administrator/School Board Secretary, prepares and/or reviews all specifications for quote and/or bid in areas related to Buildings and Grounds and district repairs and renovation projects.
2. Requisitions and evaluates the purchase of supplies, parts, equipment and services rendered to ensure that standards of contracts, bid awards and/or purchase orders are in accordance with federal, state and local regulations.
3. Establishes and maintains a system of financial records, controls, and accounting procedures for the repair and maintenance of the facilities in accordance with GAAP and applicable regulations, submitting all reports in a timely fashion. Correct immediately any audit exceptions.
4. Maintains a coordinated inventory control program for all areas of responsibility.
5. Observes strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.

C. PERSONNEL ADMINISTRATION:

1. Evaluates and provides substantive recommendations to the School Business Administrator/School Board Secretary regarding the recruitment, employment, assignment, transfer, promotion, demotion or dismissal of custodial, grounds and maintenance personnel.
2. Manages the district's Buildings & Grounds Department through the heads of custodial services, grounds and maintenance.
3. In consultation with the building principals, provides to the School Business Administrator/Board Secretary written evaluation of each member of the Building

and Grounds Department in accordance with the guidelines and timelines established in the HTBOE/HTEA/HTAA Contracts.

4. Directs the Head Custodians and coordinates schedules and procedures for the regular, on-going custodial care of all school and office facilities in the district.
5. Establishes and implements a program of safety, accident prevention, and health maintenance for all employees, including safe and proper use of equipment, vehicles and materials, identification and prevention of hazards, air quality controls, Right To Know programs, and prevention of accidents and injuries.
6. Develops and implements in-service programs and activities for staff members.
7. Provides a regular program of staff development to promote, safety, cleanliness, efficiency, effective procedures, communication skills, work attitudes, and ethics.
8. Protects confidentiality of records and information about staff, and uses discretion when sharing any such information within legal confines.

D. BUILDING AND SUPPORT SERVICES:

1. Files a written annual Facilities Inspection Report consistent with the mandates of N.J.A.C. 6.8-4.3 (a) 5 (Quality Assurance).
2. Is familiar with and ensures the district's compliance with all Federal/ State/County/Local laws and regulations pertaining to safety (e.g. PEOSHA, AHERA, Right-To-Know, Chemical Hygiene, Blood Borne Pathogens, Building and Fire Sub Codes, etc.
3. Assumes responsibility for the following:
 - a. Safety Officer in accordance with N.J.A.C. 6:53
 - b. Right-To-Know Officer in accordance with N.J.A.C. 8:59-1 et seq. and Board Policy 7433- Hazardous Substances
 - c. AHERA Designated Person in accordance with Federal Regulations 40 CFR et seq.
 - d. Chemical Hygiene Officer 29 C.F.R. 1910, Board Policy 7420 - Hygienic Management and Board Regulation 7420 - Handling And Disposal of Body Wastes And Fluids
 - e. Compliance Officer for ADA (American with Disabilities Act) in accordance with Federal Regulation #28 CFR 31 et seq. (Facilities)
 - f. Intergraded Pest Management coordinator
 - g. Indoor Air Quality Designated Person
 - h. Asbestos Management Officer
4. Supervises and inspects new construction and renovation work performed by outside contractors and verifies that the terms of all contractors have been fulfilled before authorizing progress as well as final payments.

5. Works with Board-appointed engineers, consultants, etc. on all projects to ensure proper workmanship.
6. Attends all job conferences on behalf of the Board.
7. Reviews on a regular basis all security precautions and procedures used throughout the district and recommends additions, changes, or reductions in security as appropriate.
8. Consults with the individual building principals in establishing emergency evacuation procedures for each classroom, and office and personally supervises the resolution of emergency situations from which unsafe conditions may arise.
9. Assigns a priority for the completion of all work orders.
10. Establishes and ensures implementation of appropriate maintenance, grounds keeping and custodial requirements for each school building and installation.
11. Arranges for the opening and other physical requirements of all meetings of the Holmdel Board of Education and the annual school election.
12. Schedules and facilitates, in co-operation with the Building Principals and the Supervisor of Physical Education, Health and Athletics, the use of facilities by school and community organizations and other groups in accordance with Board Policy and is responsible for the determination and billing of any usage fees.
13. Designs and implements a program of preventative maintenance and directs the maintenance of all buildings and grounds as to cleanliness, safety, efficiency and cost effectiveness.
14. Supervises removal of snow and ice so that safe conditions exist and schools can be opened in a timely manner. Directly oversees district snow removal operations, and notifies the Superintendent of Schools on conditions.
15. Develops, implements, and monitors an energy conservation program, and makes recommendations for efficiency and reduction in the costs of operating the facilities.
16. Provides and maintains an efficient and effective waste disposal system with provisions for recycling of all waste permitted by local and State regulations.
17. Conducts periodic inspections and tests of all installations in the school to ensure their safe condition, and makes repairs and improvements pursuant to code and obtains building permits properly issued by the local municipal government.
18. Plans landscaping and grounds care to ensure effective and attractive schools.
19. Adheres to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.

20. Works cooperatively with community and state agencies, including the police, fire, emergency, and health departments, to ensure that high standards of health, sanitation, and safety are maintained throughout all of the district's facilities and grounds.
21. Works with Director of Human Resources and Compliance to administer the district's Worker's Compensation Program.

E. MISCELLANEOUS

1. Ensures the timely preparation and submission of the ASSA and other state-mandated reports as assigned.
2. Assists with the NJ State Department of Education monitoring for facilities.
3. Attends appropriate Board committee and other meetings as requested.
4. Assists in the preparation of the district's Long Range Facilities Plan, and adheres to Board Policy and Regulation 7100 - Long-Range Facilities Planning
5. Performs such other tasks and assumes such other responsibilities as the School Business Administrator/Board Secretary, or designee may assign.

TERMS OF EMPLOYMENT: Twelve month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board policy.

SOURCE: Regular Board Meeting
DATE: May 14, 1997
REVISED DATE: September 28, 2005
REVISED DATE: February 28, 2018