



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

ASSISTANT TO THE DIRECTOR OF PLANT, OPERATIONS AND MAINTENANCE

QUALIFICATIONS:

1. Has obtained an Associates Degree or higher (preferred) or a minimum of 5 years public school district experience.
2. Has knowledge of facilities, energy conservation management, operations, maintenance and planning.
3. Demonstrates extensive knowledge of state laws and regulations governing pupil transportation and school bus maintenance.
4. Demonstrates knowledge, skills and ability in effective communication.
5. Possesses ability in staff supervision, evaluation and personnel management.
6. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
7. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Plant, Operations and Maintenance

JOB GOALS: To assist the Director in development and execution of a facility operations program so that full educational use is available at all times. To assist the Director in overseeing the district's energy conservation program. To assist in organizing, providing and managing a program of custodial services, maintenance and transportation to ensure that all operations are maintained for the well being, health, safety, sanitation and security of students, staff and community.

PERFORMANCE RESPONSIBILITIES:

A. Budget and Planning:

1. Assists in preparation of the budget for Buildings and Grounds Department.
2. Assists in preparation of the budget for the Transportation Department.
3. Oversees the district's energy conservation program.

B. Purchasing/Inventory:

1. Assists in preparation of all specifications for quote and/or bid in areas related to Buildings and Grounds and Transportation.
2. Assists in requisitioning and evaluating the purchase of supplies, equipment and services rendered to ensure that standards of contracts, bid awards and/or purchase orders are met.
3. Assists in maintaining a computer - driven database/file for inventory of all fixed assets in accordance with GAAP.
4. Maintains a coordinated inventory control program for all areas of responsibility.

C. Personnel Administration:

1. Assists in the evaluation of and provides substantive recommendations to the Director regarding the recruitment, employment, assignment, transfer, promotion, demotion or dismissal of maintenance, grounds, custodial and transportation personnel.
2. Assists in the management of the district's Transportation Department.
3. Assists in the evaluation of each member of the Facilities Operations Department and Transportation Department in accordance with the guidelines and timelines established in the district collective bargaining agreements.

D. Building and Support Services:

1. Is familiar with and assists in 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.
2. Reviews on request all security precautions and procedures used throughout the district and recommends additions, changes, or reductions in security as appropriate.
3. Assists Director in establishing emergency evacuation procedures for the district and assists in the supervision of the resolution of emergency situations from which unsafe conditions may arise.
4. Assigns a priority for the completion of related work orders.
5. Establishes and ensures implementation of appropriate maintenance of all vehicles and equipment.
6. Assists in overseeing the district's Worker's Compensation Program.
7. Assesses district's energy conservation program on a regular basis, and, if required, makes recommendations to enhance the program to the Director.
8. Takes necessary measures to ensure energy savings district-wide.
9. Performs nightly inspections of buildings and security at buildings.
10. Conducts walkthroughs of classrooms, halls, restrooms, cafeterias etc. to determine overall cleanliness and safety.
11. Serves as liaison for outside user groups to ensure proper coverage is available for events.

E. Personal Qualities:

1. Communicates effectively with school and community audiences.
2. Maintains high standards of ethics, honesty, and integrity in both personal and professional matters.
3. Promotes participation of school personnel and community residents in decision making and makes appropriate administrative decisions as necessary.
4. Serves as a role model and representative for the district.
5. Continues to grow professionally through reading, trade organizational materials, attendance at conferences and workshops, and participation in appropriate educational and community organizations.
6. Demonstrates interpersonal skills and a willingness to deal directly and openly with teachers, support staff, administrators, members of the board of education, students, parents, parent support organizations and residents.
7. Exhibits the ability to plan and organize projects.
8. Deals innovatively with situations arising in the school district.

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

EVALUATION: Annually by the Director of Plant Operations and Maintenance, input from the principals, in accordance with state law and the provisions of the board's policy on evaluation of support staff personnel.

SOURCE: Regular Board Meeting

DATE: February 28, 2007

DATE: **May 10, 2016**