

Director of Building & Grounds

Branchburg Township School District
Branchburg, New Jersey

I. Title: Director of Building & Grounds

II. Qualifications:

- New Jersey Educational Facility Manager's certificate (NJSA 18A:17-49)
- Knowledge of plant operations and maintenance; custodial cleaning methods and procedures; heating and ventilation systems;
- Black seal boiler license.
- Asbestos Operations and Maintenance Certification
- EPA 608 certification
- Knowledge of Proper handling of hazardous waste materials.
- Familiarity with computerized HVAC systems.
- Experience with OSHA, AHERA, Fire Codes and Right to Know procedures.
- Ability to read, write and communicate effectively.
- Possess a valid New Jersey driver's license.
- Working knowledge of IAQ, IPM and Lead/Copper Regulations.
- Computer skills including Microsoft Office Suite, Google G Suite, Schooldude apps & Computerized Building Management Systems.
- Effective Interpersonal and communication skills both written and oral.
- Ability to resolve problems, and develop and implement solutions in an independent manner.
- Ability to organize and prioritize work to meet concurrent deadlines.
- Ability to read and interpret plans and specifications and assist in preparation of project plans
- Familiarity with operations school districts and compliance with all applicable federal, state, and local laws and regulations, and Department of Education policies and procedures.

III. Reports To: School Business Administrator

IV. Supervises: Custodians, Secretary to Director of Buildings and Grounds, and Maintenance Personnel

V. Job Goal: To direct and maintain all buildings and grounds in a condition of operating excellence so that full educational use of it may be made at all times. The Director of

Buildings and Grounds will manage and coordinate with all contractors/vendors to ensure compliance and completion of all contracted jobs.

VI. Performance Responsibilities:

A. Personnel

- Supervises all custodians and maintenance personnel.
- Evaluates performance of all custodians and maintenance personnel on a regular basis and recommends contract renewals to the Business Administrator.
- Together with the Business Administrator, is responsible for recommending persons for employment to the Board of Education.
- Is responsible for scheduling all regular custodial and maintenance hours and overtime, in consultation with Building Principals, and certifies payrolls for custodial and maintenance personnel on a semi-monthly basis.
- Approves all personal and vacation leave of custodial and maintenance personnel to suit the school calendar and cleaning and operations schedule.
- Together with the Business Administrator, makes arrangements for in-service training programs of custodial and maintenance staff.
- Works cooperatively with the Building Principals to provide for facility needs.

B. Maintenance of Building & Equipment

- Performs maintenance duties for approximately four hours per day. Oversees the operation of the heating, ventilation, plumbing and electrical systems.
- Establishes and recommends priority of maintenance projects with cost estimates.
- Maintains custodial and maintenance equipment and makes recommendations for replacement and new purchases to optimally service facility needs.
- Reviews proposals for contracted work, monitors the progress and makes recommendations for payment upon satisfactory completion.
- Arranges for holiday and weekend building inspections during the heating season, in consultation with Building Principals.
- Develops and implements preventive maintenance programs, and maintains records thereof.
- Assists the Business Administrator in providing for compliance with environmental regulations, e.g., Right-to-Know, AHERA, etc.

- Assists in the preparation of the annual update to the District's Five Year Facilities Plan, and ensures the implementation of budgeted projects.
- Recommend facility improvement and modernization to improve the systems, equipment, and facilities of the district.
- Manage work order system for repairs of facilities and equipment that ensures that all maintenance and repairs are completed in a timely fashion
- Examine school sites on a regular basis to determine needed repairs and maintenance.
- Manages and oversees security systems within the district including security cameras and building access control.

C. Custodial Services

- Is responsible for maintaining the cleanliness of buildings and ensuring a proper environment including temperature, ventilation, sanitary conditions, and building safety.
- Practices accepted energy conservation measures.
- Arranges for special event coverage and substitutes as needed, in consultation with Building Principals.
- Consults with the administrative staff as needed to review facility needs.
- Conduct regular inspections of all school facilities, grounds, and equipment to ensure that high standards for cleanliness, attractiveness and safety are maintained.
- Communicate and coordinate with the contracted night Custodial supervisor.

D. Grounds Upkeep

- Maintains playing fields as required upon consultation with the Building Principals.
- Supervises lawn and shrub maintenance, repairs to walkways, driveways and parking lots, and outdoor apparatus, and recommends contracted repairs and/or replacement as needed.
- Coordinates site improvements.
- Directs snow and ice removal.
- Be readily available to the school district in the event of emergencies for snow removal, alarm calls, storm damage and/or vandalism.

E. Supplies

- Prepares, reviews, and recommends bid specifications for supply purchases, and completes requisitions for supplies not subject to bid procedure.

- Supervises the efficient and proper use of supplies and maintains inventories, and ensures the adequacy of inventories.
- Develop and maintain an inventory of custodial supplies and maintenance equipment used within the district.
- Prepare and coordinate custodial and maintenance supply orders

F. Inspections/Records

- Maintains records of building plans and specifications.
- Performs on-site examinations of buildings and grounds on a quarterly basis for fire, safety, insurance, maintenance, and custodial purposes, and prepares written reports of such inspections for the Business Administrator's review.
- Provides for other periodic inspections as required by administrative code. Is responsible for the District's Right-to-Know, IPM, IAQ and AHERA programs.

G. Administrative Responsibilities:

- Assists in the preparation of the annual budget for operations and maintenance, and is responsible, together with the Business Administrator, for the implementation and monitoring of the budget.
- Develop and implement the Long Range Facilities Plan that is both corrective and preventative for the upkeep of all facilities, grounds, and the major facilities systems (HVAC, mechanical, plumbing, electrical, environmental, and structural) of the district.
- Act as liaison between various township and state offices; e.g. Fire Department, Police Department, Public Works etc.
- Complete the annual comprehensive maintenance plan. Ensure all certifications remain updated as required by law. The certifications include but are not limited to fire inspections, boiler inspections, lead testing, etc.
- Prepare, manage and monitor the annual budgets for facilities and maintenance within the district.
- Prepares and submits safety, security and all other facilities related grants applications to state and DOE.

VII. Terms of Employment:

- 12 month work year

VIII. Evaluation:

- Annually

Board of Education Approved Revision: June 17, 2021