



HACKENSACK PUBLIC SCHOOLS
191 Second Street, Hackensack, NJ 07601

JOB DESCRIPTION

TITLE:	Director of Buildings and Grounds	
REPORTS TO:	School Business Administrator	
DATE APPROVED:	Readopted – August, 2019	BY: Board of Education

NATURE AND SCOPE OF JOB:

Organizes, administers, and leads a comprehensive program of maintenance and custodial services that provide and maintain in an efficient and economical manner the facilities, grounds, equipment, and furnishings of the district, so that all students, staff, and the community are assured of clean, safe, attractive, and healthy places in which to learn and work.

QUALIFICATIONS:

1. Meet the requirements of a “Certified Educational Facilities Manager” pursuant to N.J.S.A. 18A:17-49.
2. Hold a Baccalaureate degree in engineering or in a field related to organizing and leading a program of maintaining facilities. (optional)
3. Have at least five years of experience in construction and/or property management, with a minimum of three years in a supervisory capacity.
4. Demonstrate knowledge of construction codes, health and safety regulations, financial and management practices, purchasing, supervision and motivation of personnel, and state and local regulations regarding the maintenance of buildings and equipment.
5. Hold a Black Seal License.
6. Hold and maintain a valid driver’s license for the type of equipment to be driven, with no serious violations.
7. Have excellent leadership and organizational skills and the ability to motivate people.
8. Have excellent integrity and demonstrate good moral character and initiative.
9. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
12. Demonstrate aptitude and competence for assigned responsibilities.
13. Provide proof of U.S. citizenship or legal resident alien status and required criminal background check.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

TERMS OF EMPLOYMENT:

Twelve (12) month work year; salary and benefits as per the Collective Bargaining Agreement; and all conditions established by the laws of the State of New Jersey, and policies and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

PERFORMANCE RESPONSIBILITIES:

1. Administers the Department of Buildings and Grounds.

2. Leads, organizes, manages, and supervises all maintenance and custodial operations of the district in compliance with all applicable federal, state, and local laws and regulations, and Board of Education policies and procedures.
3. Develops and implements the multi-year Comprehensive Maintenance Plan (N.J.A.C 6:8-4.9(a)7) that is both corrective and preventative for the upkeep of all facilities, grounds, and the major facilities systems (HVAC, mechanical, plumbing, electrical, and structural) of the district. Provide an efficient work order system for repairs of facilities and equipment that ensures that all maintenance and repairs are completed in a timely fashion, and provide regular work order status reports to the Business Administrator and principals of the buildings. Recommend facility improvement and modernization to improve the systems, equipment, and facilities of the district.
4. Serves as liaison for the school district on the Long Range Facilities Plan and to the Educational Development Authority's School Construction Corporation and the Department of Education.
5. Recommends policies and regulations dealing with facilities.
6. Develops a custodial services plan for each building that outlines the tasks of and expectations for custodial employees, indicating a detailed daily and periodic schedule for cleaning and simple repairs of the facilities. Establishes and implements an effective summer and non-school day program of specialized cleaning and repairs.
7. Supervises a personnel management program for the Building and Grounds Department that includes a recruitment and selection process, and a written evaluation process that uses the recommendations of building level administrators. Recommends the continued employment, discipline, or dismissal of all custodial and maintenance personnel.
8. Develops and supervises work and vacation schedules for all custodial and maintenance personnel, including substitutes.
9. Monitors and approves time records of all maintenance and custodial personnel, and approve all overtime using established procedures and budgets.
10. 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 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. Provide a regular program of staff development to promote, cleanliness, efficiency, effective procedures, communication skills, work attitudes, and ethics.
11. Provides and monitors a system of regular building, equipment, and grounds inspections to meet all federal, state and local requirements, including the annual Department of Education Checklist, submitting all reports in a timely fashion.
12. Conducts regular inspections of all school facilities, grounds, and equipment to ensure that high standards for cleanliness, attractiveness and safety are maintained. Recommend to the School Business Administrator or principal any improvements needed.
13. Analyzes all accidents and regularly search for patterns in injury reports in order to establish corrective procedures to reduce the potential for future accidents or hazards.
14. Monitors and recommends systems and procedures to ensure the security of all facilities.
15. 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.
16. Develops and recommends the Buildings and Grounds budget, and then administer the approved budget, completing all required documentation.
17. Maintains current drawings and engineering records describing district facilities, equipment, and grounds.

18. Maintains the Fixed Assets Inventory, following the requirements of GAAP.
19. Maintains an inventory control system and purchase supplies, parts, and equipment through the established bid or price quote process that follows federal, state and local regulations.
20. Assists the Superintendent and the School Business Administrator with the development and annual review of the district's Long Range Facilities Plan (N.J.A.C. 6A Chapter 26, Subchapter 2).
21. Approves the specifications and recommends contractors to perform maintenance and repair services, using established district procedures. Supervise and inspect the work performed and recommend payment upon satisfactory completion of the work.
22. Develops, implements and monitors an effective grounds maintenance program, including playground equipment, to ensure that the grounds are attractive and safe. Work cooperatively with the Supervisor of Health, Physical Education, and Athletics and with principals in the preparation of playing fields and facilities for athletics and school activities.
23. Communicates regularly with the Superintendent and School Business Administrator, principals and appropriate staff about the needs and regulations and procedures for the effective operation of the buildings and the maintenance and custodial programs of the schools so that cooperative working relationships with building staff are encourage and maintained.
24. Supervises removal of snow and ice so that safe conditions exist and schools can be opened in a timely manner.
25. Develops, implements, and monitors an energy conservation program, making recommendations for efficiency and reduction in the costs of operating the facilities.
26. Provides and maintains an efficient and effective waste disposal system with provisions for recycling of all waste permitted by local and State regulations.
27. Develops and implements in-service programs and activities for staff members.
28. Operates electronic and other equipment needed to carry out job functions and responsibilities.
29. Maintains effective communications with students, staff, and parents to elicit support and to seek perceptions and ideas for the improvement of the facilities.
30. Researches and make recommendations for improvement in the effectiveness and efficiency of the repair, maintenance, and cleaning services so that attractive, healthy, and safe facilities are provided.
31. Attends required meetings and serve, as appropriate on staff committees.
32. Notifies and assists the administration and appropriate emergency personnel of any emergency, and potentially dangerous or unusual situations, following Policy and Regulation 8441, Care of Ill and Injured Pupils.
33. Understands and communicates current developments in the repair, maintenance, and custodial areas through reading, participation in appropriate workshops or meetings, and involvement in professional organizations.
34. Displays the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Serves as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
35. Uses computers and/or electronic equipment to fulfill job functions.
36. Protects confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
37. 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.
38. 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.

39. Performs any duties and responsibilities that are within the scope of employment, as assigned by the School Business Administrator, and not otherwise prohibited by law or regulation.

40. All other duties as assigned by Superintendent.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Sitting, standing and walking for required periods of time.
2. Speaking, listening and visual acuity.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to adjust focus.
4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.
6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.