



File Code: 1.200

HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

DIRECTOR OF PLANT, OPERATIONS AND MAINTENANCE

QUALIFICATIONS:

1. Has achieved a minimum of an Associate's Degree or equivalent (required).
2. Has obtained a Bachelor's Degree or higher (preferred).
3. Has strong background in facilities maintenance and planning.
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: School Business Administrator/Board Secretary

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 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 a safe and efficient transportation program.

PERFORMANCE RESPONSIBILITIES:

A. BUDGET AND PLANNING:

1. Prepares and administers the budget for Buildings and Grounds Department.
2. Prepares and administers the budget for the Transportation Department.

B. PURCHASING/INVENTORY:

1. Prepares and/or reviews all specifications for quote and/or bid in areas related to Buildings and Grounds and Transportation.
2. Requisitions and evaluates the purchase of supplies, equipment and services rendered to ensure that standards of contracts, bid awards and/or purchase orders are met.
3. Maintains 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. Evaluates and provides substantive recommendations to the Business Administrator regarding the recruitment, employment, assignment, transfer, promotion, demotion or dismissal of maintenance, grounds, custodial and transportation personnel.
2. Manages the district's Buildings & Grounds Department through the heads of maintenance, grounds and custodial services.
3. Manages the district's Transportation Department through the Transportation Coordinator.
4. In consultation with the building principals, provides to the School Business Administrator/Board Secretary written evaluation of each member of the Building and Grounds and Transportation Departments in accordance with the guidelines and timelines established in the HTBOE/HTEA/HTAA Contracts.
5. 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.

D. BUILDING AND SUPPORT SERVICES:

1. Files a written annual Facilities Inspection Report consistent with the mandates of NJAC 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 the responsibility of the district's
 - a. Safety Officer in accordance with NJAC 6:53
 - b. Right-To-Know Officer in accordance with NJAC 8:59
 - c. AHERA Designated Person in accordance with Federal Regulations 40 CFR et seq.
 - d. Compliance Officer for ADA (American with Disabilities Act) in accordance with Federal Regulation #28 CFR 31 et seq.
 - e. Chemical Hygiene Officer #29 CFR 1010.1450 (h).
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. Attends all job conferences on behalf of the Board.
6. Reviews on a regular basis all security precautions and procedures used throughout the district and recommends additions, changes, or reductions in security as appropriate.
7. 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.
8. Assigns a priority for the completion of all work orders.

9. Establishes and ensures implementation of appropriate maintenance, grounds keeping and custodial requirements for each school building and installation.

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10. Arranges for the opening and other physical requirements of all meetings of the Holmdel Board of Education and the annual school election.
11. Schedules and facilitates, in co-operation with the Building Principals and the Athletic Director, 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.
12. 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.
13. (Oversees 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. Performs such other tasks and assumes such other responsibilities as the School Business Administrator/Board Secretary 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