



BRICK TOWNSHIP PUBLIC SCHOOLS

TITLE: Executive Director of Physical Facilities

QUALIFICATIONS:

1. Certified as an Educational Facilities Manager through the New Jersey State Department of Education
2. Five (5) years facilities management
3. Experience with budget planning
4. Expertise in project management

REPORTS TO: Business Administrator

SUPERVISES: Asst. Maintenance Supervisor, Supervising Maintenance Repairer, All Custodial, Maintenance, Grounds and Warehouse employees

JOB GOAL: To provide all students with a physical learning environment that is safe, clean, pleasant, attractive and smoothly functioning

PERFORMANCE RESPONSIBILITIES:

1. Schedules maintenance and repair work order for the District
2. Inspects the work performance of contracted firms and reports to the administrators of the program and completion of such work
3. Adheres to established work schedules and procedures for the regular ongoing custodial care and maintenance of all buildings and grounds owned and/or leased by the Board of Education
4. Visibly inspects all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained
5. Monitors the assignment and use of all vehicles for the department
6. Evaluates the custodial, maintenance, grounds and warehouse employees
7. Works with the warehouse to communicate the need for distribution of supplies, materials and equipment and establishes inventory control within the department.
8. Meets regularly with the building principals and Business Administrator to gather feedback on custodial, maintenance and grounds work
9. Any other jobs as assigned by the Superintendent or Business Administrator

TERMS OF EMPLOYMENT:

This job description shall be consistent with the terms and conditions of employment as set forth with the Brick Township Board of Education

EVALUATION:

Evaluation of job performance will be determined by the Superintendent, Business Administrator or his/her designee

