

Director of Physical Plant

Principal Responsibilities:

1. Prepares and recommends an annual budget and an annual plan for the maintenance of the physical plant to the business office for final determination.
2. Responsible for the technical aspects of planning and new facilities and/or renovation to existing facilities.
3. Participates in the bid process for all new equipment and outside repair contracts and makes recommendations for the lowest qualified bid to the business office for final approval.
4. Serves on the Facilities Committee of the Board of Trustees.
5. Serves on the Safety, Security and Communications Committee of the School.
6. Coordinates construction and assures compliance with construction specifications.
7. Prepares documents and provides information as required by State and Federal offices regarding:
 - a. Barrier-free design for the handicapped.
 - b. State and Federal requirements such as; OSHA, EPA, DEP, BOCA, NJ Uniform Construction Code, NJ Fire Safety Act, hazardous materials handling and storage, Right-To-Know Act, and "Source Separation and Recycling Act."
8. Advises the Assistant Headmaster and Chief Financial Officer on all engineering or maintenance matters concerning new and existing facilities and makes presentations to the Facilities Committee and Safety, Security and Communication Committee as requested.
9. Provides for updating and organization of preventative maintenance programs and records.
10. Directs all activities that relate to the maintenance and operation of school facilities including buildings, grounds, athletic facilities, school vehicles and equipment.
11. Organizes and supervises the Physical Plant personnel, and provides for their training and performance reviews.
12. Recommends additions and/or terminations to the Physical Plant Department staff.
13. Advises the Assistant Headmaster and Chief Financial Officer, and Headmaster on all matters pertaining to the immediate and long-range planning of facility operations.
14. Responsible for the Physical Plant Department including custodial, mechanical, engineering, electrical, construction, snow removal, and busing.
15. Performs other related duties as requested by the Assistant Headmaster and Chief Financial Officer, or Headmaster

Job Qualification Requirements:

1. Supervisory experience.
2. College degree in related field preferred.
3. Demonstrated knowledge of architecture, school construction, engineering, plant operation maintenance and management, and school safety.
4. Fireman's Black Seal license.
5. Certified Pool Operator certificate.