

Job Description

Supervisor of Buildings and Grounds

I. Qualifications

- Plant management and personnel supervision experience; mastery of mechanical skills.
- Certifications- Valid Black Seal license, valid asbestos management certification, valid New Jersey driver's license.

II. Scope

Schedule and supervise the maintenance and custodial staff in the upkeep, care, repair and operation of the school plant and grounds. Schedule, implement and oversee maintenance of the facilities, so that they are optimally maintained for the well being, health, safety and comfort of pupils and employees.

III. Organizational Relationship

The Supervisor of Buildings and Grounds will report directly to the Business Administrator

IV. Responsibilities

- Examines school buildings and grounds on a daily basis for needed repairs and maintenance.
- Supervises, inspects and evaluates the daily work of the custodial and maintenance personnel.
- Develops an annual budget with estimates of costs for maintenance and repairs including personnel, materials, supplies, tools and equipment needed.
- Assigns, explains and demonstrates (if necessary) specific tasks and work to individual maintenance or custodial personnel, provides necessary supplies and equipment, evaluates task completion.
- Recommends overtime and performs timekeeping functions, as required to accomplish emergency maintenance; assigns staff to the buildings for approved evening, holiday or weekend events.

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- Monitors supplies and equipment delivered to the schools and ensures they are distributed in accordance with procedures.
- Prepare plans and/or specifications for services required by outside vendors, review plans and proposals submitted by outside vendors.
- Repairs systems and/or equipment in the plant as required
- Maintains records of all requests for maintenance and custodial work and documents actions taken to fill the requests.
- Submits purchase orders for custodial and maintenance supplies, equipment and replacement parts, as required, and certifies same for payment by the Business Office.
- Maintains and to date inventory of supplies and materials.
- Responds to police and fire calls during hours other than normal duty hours.
- Prepares annual written evaluations of all custodial and maintenance staff.
- Participates in interviewing applicants for custodial and maintenance positions
- Models hands-on-behavior that enhances the dignity of the custodial/maintenance effort.
- Coordinates and administers the district's compliance with federal and state mandates under P.E.O.S.H.A., Right – to Know, Uniformed Fire Code and A.H.E.R.A.
- Establishes appropriate maintenance, groundskeeping, security and custodial requirements for each building.
- Performs other appropriate tasks as assigned by the Business Administrator, or Superintendent

TERM OF EMPLOYMENT: Twelve (12) Months.

SALARY: 1.20 times appropriate placement on the Custodial Salary Guide.

EVALUATION:

Performance will be evaluated annually by the Board Secretary in accordance with the criteria outlined in the job description.

REVIEWED AND AGREED TO: _____ DATE: _____
Signature