



Middletown Township Public Schools

Employment Application

Openings as of 6/25/2021

Facilities Supervisor

JobID: 4803

Position Type:

Administration/Supervisor



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Date Posted:

6/23/2021

Location:

District

Closing Date:

07/12/2021

Facilities Supervisor - Middletown Township Public Schools

Qualifications

High School diploma required

Must hold Certified Educational Facilities Management Certificate or must obtain within 2 years

Experience in cleaning and maintenance methods and procedures for educational facilities required

5 years supervisory experience

Be on call to respond to alarm calls and other District emergencies

Extensive HVAC experience (preferred)

Performance Responsibilities

Oversee all Maintenance and Custodial

Assist in recruiting, assigning, training, transfer, and evaluation of custodial and maintenance personnel

Ensure inspection and quality control software is being utilized and reports are uploaded on a weekly basis

Ensure custodial staff is trained in latest cleaning methods by creating and scheduling professional development opportunities

Ensure adequate supplies are on hand to meet District needs by implementing periodic automatic replenishment system

Establish, supervise, and evaluate Summer cleaning programs - making changes to staff locations and schedules when necessary

Assist in supervision of snow removal process for all facilities staff

Assist in supervision of maintenance and grounds department to ensure schools that are effective, attractive, and in compliance with current and future regulations. Assign work orders using work order software

Inspect fire alarms and extinguishers and ensure compliance with fire codes

Respond to fire and intrusion alarm calls during hours

Monitor outside contractors to ensure contracts are being adhered to

Any other duties as assigned by the Director of Facilities

Terms of Employment:

Twelve month year

AA/EOE

FMLA regulations require all employers to post the [updated FMLA notice](#).