

# ANTICIPATED JOB VACANCY

## UPPER TOWNSHIP SCHOOL DISTRICT

**TO:** ALL INTERESTED PERSONS  
**FROM:** VINCENT J. PALMIERI JR., SUPERINTENDENT  
**DATE:** SEPTEMBER 16, 2021  
**RE:** NIGHT CUSTODIAN SUPERVISOR

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**POSITION:** NIGHT CUSTODIAN SUPERVISOR  
**START DATE:** A.S.A.P.  
**REQUIREMENT:** SEE THE ATTACHED JOB DESCRIPTION  
**RATE OF PAY:** TBD  
**DEADLINE:** SEPTEMBER 26, 2021

**INTERESTED APPLICANTS SHOULD EMAIL LETTER OF INTEREST, RESUME, AND VERIFICATION OF CERTIFICATE(S) TO: NICOLE SCHNEIDER, SCHNEIDER@UPPERSCHOOLS.ORG**

**AA/EOE**

# Upper Township School District

## Job Description

### District Management Support Night Supervisor B-5

- TITLE:** NIGHT SUPERVISOR
- QUALIFICATIONS:**
1. Black Seal License.
  2. High school diploma or equivalent training/experience.
  3. Ability to supervise and coordinate the activities of department staff.
  4. Minimum of three years experience in plant operation and maintenance, cleaning methods and procedures, repairs, security, heating and ventilation, and related areas.
  5. Demonstrated knowledge of architecture, school construction, engineering, plant operation, maintenance and management, school safety, fire/safety laws and proper handling of hazardous materials.
  6. Ability to perform the following tasks:
    - a. Lift 50 lbs.
    - b. Climb a 15-foot ladder
    - c. Drive a standard shift vehicle
    - d. Read and understands blueprints
  7. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status.
  8. Such additional qualifications as the Board may deem appropriate.
- REPORTS TO:** Supervisor of Buildings and Grounds
- SUPERVISES:** All custodians, maintenance and groundskeeping staff.
- JOB GOAL:** To provide students and staff with a physical environmental that is healthy, safe and efficiently operated.

# Upper Township School District

## Job Description

### **PERFORMANCE RESPONSIBILITIES:**

1. Maintain schedules of work for each individual building and ensures that proper supplies are on hand in each building.
2. Assist in screening and recommends for hiring all custodial, maintenance and groundskeeping staff.
3. Maintain an inventory and prepare for custodial purchases of supplies, tools and equipment.
4. Monitor the time records of all custodians in the district.
5. Evaluate the performance of all custodial personnel in accordance with Board policy.
6. Complete custodial inspection reports and other records as required.
7. Maintain preventive maintenance logs and other records as required.
8. Prepare and maintain all custodial reports and records.
9. Keep abreast of new work methods, procedures and equipment.
10. Assist in ensuring that standards consistent with all applicable local, state and federal laws are maintained including Chemical Hygiene Plan, asbestos coordination and Blood borne Pathogens.
11. Inspect all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
12. Assume responsibility for Right-to-Know data practices, procedures and record keeping under the direction of the Buildings and Grounds Supervisor.
13. Responsible for coordination and notification of all facility requests.
14. Maintain cleaning program for all custodial staff.
15. Meet with the Buildings and Grounds Supervisor regularly to discuss work assignments.
16. Perform other duties as assigned by the Business Administrator/Board Secretary or Superintendent.

# Upper Township School District Job Description

## **TERMS AND CONDITIONS OF EMPLOYMENT:**

Salary and work year to be determined by the Board of Education

## **EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of non-certified staff.

**APPROVED BY:** Upper Township Board of Education

**DATE:** \_\_\_\_\_