

ANTICIPATED JOB VACANCY

UPPER TOWNSHIP SCHOOL DISTRICT

TO: ALL INTERESTED PERSONS
FROM: ALLISON PESSOLANO, SUPERINTENDENT
DATE: DECEMBER 13, 2023
RE: ASSISTANT BUILDINGS AND GROUNDS SUPERVISOR

POSITION: ASSISTANT BUILDINGS AND GROUNDS SUPERVISOR
START DATE: JANUARY 22, 2024
REQUIREMENT: SEE THE ATTACHED JOB DESCRIPTION: SECOND SHIFT
RATE OF PAY: TBD
DEADLINE: DECEMBER 23, 2023

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

AA/EOE

Upper Township School District

Job Description

District Management Support Assistant Buildings and Grounds Supervisor B-5

TITLE: ASSISTANT BUILDINGS AND GROUNDS 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. Coordinate schedule of custodial staff and provide replacements for absences.

Upper Township School District

Job Description

17. Perform other duties as assigned by the Business Administrator/Board Secretary or Superintendent.

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: December 18, 2023