



BUILDINGS AND GROUNDS SUPERVISOR

- Qualifications:**
1. Educational Facilities Manager Certificate and Fireman's Black Seal License *.
 2. Minimum experience as determined by the board.
 3. Ability to supervise and coordinate the activities of department staff.
 4. Demonstrated knowledge of architecture, school construction, engineering, plant operation, maintenance and management, and school safety.
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
 6. Pass a physical examination in accordance with statute and board policy.

* Effective September 1, 2002 employment in the position of buildings and grounds supervisor requires certification as an educational facilities manager. Exemptions apply to individuals who have served as a buildings and grounds continuously for the five years prior to September 1, 2002 or a code enforcement official licensed by the department of community affairs and employed by a district as a building and grounds supervisor on the effective date of statute. A vacancy in the position may be filled on an interim basis by a noncertified individual for a period not to exceed two years from the date of the vacancy (N.J.S.A. 18A:17-49)

Reports To: School Business Administrator

Supervises: All custodial, maintenance, grounds keeping, and technology staff.

Job Goal: To provide students and staff with a physical environment that is healthy, safe and efficiently operated.

Performance Responsibilities:

1. Assume responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district's schools, office facilities and grounds.
2. Plan and implement a program of required preventive maintenance for each school and reports these activities in an annual comprehensive maintenance plan.
3. Establish appropriate maintenance, grounds keeping, security and custodial requirements for each school building and installation.
4. Direct the maintenance of all buildings and grounds.

5. Assume responsibility for the implementation of the district's school integrated pest management policy as required by statute. Provide proper notification of pesticide applications, maintains required records, and respond to inquiries regarding the pest management program.
6. Recruit, screen, recommend for hiring, assign and supervise all custodial maintenance and grounds keeping staff.
7. Determine and establish detailed specifications pertaining to supplies, materials, equipment and local contract work.
8. Recommend for purchase necessary equipment and supplies and maintains an inventory of them.
9. Maintain schedules of work for each individual building and ensures that proper supplies are on hand in each building.
10. Establish and supervise summer cleaning programs and schedules.
11. Establish guidelines for the division of responsibility for minor in-school repairs and emergency repairs.
12. Keep abreast of new work methods, procedures and equipment.
13. Ensure that standards consistent with all applicable local, state and federal laws are maintained.
14. Inspect all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
15. Organize and implement an orientation program on proper operation and maintenance of school facilities for departmental personnel.
16. Assume responsibility for Right-to-Know data practices, procedures and record-keeping under the direction of the school business administrator.
17. Ensure proper maintenance and operation of department equipment, including motorized vehicles, tools and machinery.
18. Inspect and maintain fire alarm systems and fire extinguishers on a regularly scheduled basis.
19. Prepare and administer the budget for maintenance, grounds, security and custodial supplies and equipment.

20. Supervise and inspect the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before authorizing final payments.
21. Direct the preparation of playing fields, grounds and other necessary facilities for athletics and other school activities.
22. Confer with school principals, landscape architects and other parties in making plans for landscaping, planning and maintenance of various school grounds.
23. Maintain all records that are required by board policy, statute or administrative code.
24. Interpret and enforce board policies regarding school maintenance safety and security procedures.

Terms of Employment: Twelve month work year. Salary to be determined by the board of education.

Evaluation: Performance of this job will be evaluated annually in accordance with state law, administrative code and the provisions of the Board's policy on evaluation of management staff.

APPROVED: Board of Education