

**PARAMUS PUBLIC SCHOOLS
PARAMUS, NEW JERSEY**

Office of the Superintendent of Schools

July 29, 2022

PLEASE POST

Position: DIRECTOR OF BUILDINGS & GROUNDS
District-wide
Posting ID: 1632

Effective Dates: August 1, 2022 through June 30, 2023

Employment Terms: Non-Affiliated
12 Months, Full-time position
Medical, dental, vision, prescription benefits offered

Reports To: School Business Administrator

Job Goal(s): To maintain the physical school plant and grounds in a condition of operating excellence so that full educational use of them may be made at all times

Qualifications:

1. Must hold a N.J. Certified Educational Facilities Manager Certification and a Black Seal Boiler License
2. Demonstrated knowledge and expertise in the basic techniques of general building repair and grounds maintenance
3. Five (5) + years' school environment experience in building and grounds operations federal and state compliance requirements.
4. Experience must include previous maintenance supervisory experience.
5. Knowledge of budgeting, air quality, PEOSH, environmental, AHERA and Right-To-Know laws a must.
6. Such alternatives to the above qualifications as the board may find appropriate and acceptable

Performance Responsibilities: PLANT PLANNING

1. Establishes and administers schedules and procedures for the regular, ongoing custodial, grounds, and maintenance care of all school and office facilities and grounds in the district.
2. Examines school buildings on a regular basis for the purpose of assessing needed repairs and maintenance.
3. Establishes and recommends priorities on repair projects.
4. Estimates cost of repair projects in terms of labor, materials, and overhead and where necessary assists the Business Administrator/Secretary in preparing specifications for contract projects.
5. Advises on the hiring of contractors to perform certain maintenance or repair services.
6. Serves as clerk of the works on contract projects.
7. Prepares reports on costs of work done, materials used, labor expended.
8. Establishes and supervises summer cleaning programs and schedules.

9. Establishes and supervises district snow removal procedures and response to other weather-related issues.
10. Assists the Board Administrator/Secretary in formulating the annual district budget with regard to building and grounds facility needs.
11. Assists in the development and implementation of the district's Long-Term Facility Plan.

SUPPLIES AND EQUIPMENT MANAGEMENT

1. Selects the custodial and/or maintenance supplies and equipment to be purchased and maintains an appropriate inventory of them.
2. Establishes and supervises a district-wide preventive maintenance program.
3. Prepares specifications for bids for custodial and maintenance supplies and equipment.

PERSONNEL MANAGEMENT

1. Recruits, screens, recommends for hire, assigns, and supervises all custodial, grounds, and maintenance staff workers.
2. Supervises all head custodians, maintenance and grounds foremen, and performs personnel evaluations of supervising staff.
3. Serves as a liaison between building service personnel and school building principals to improve overall job performance.

GENERAL

1. Assumes other appropriate responsibilities as delegated by the School Business Administrator/Secretary.

SUPERVISES:

Custodial, Grounds and Maintenance Staff and Building Supervision Staff.

Salary:

Starting at \$135,000 or higher based on experience.

Position is associated with the terms and conditions of the negotiated Agreement with the Paramus Board of Education.

Application:

Qualified individuals interested in applying are invited to apply online at

<https://www.applitrack.com/paramus/onlineapp/default.aspx>

The final date for submitting applications for this position is August 12, 2022.

Requirements:

1. New Jersey resident or willingness to relocate
2. Controlled substance testing and successful completion of criminal history background check are required of all applicants offered employment.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on Evaluation of Non-Certified Personnel

Job description is available for review on the district website, www.paramus.k12.nj.us, under Departments- Human Resources & Employment- Job Descriptions-Building Operations- Supervisor of Buildings and Grounds

AA/EOE