

Bridgeton Public Schools
Job Description
New

POSITION: **Assistant Supervisor of Buildings and Grounds**

QUALIFICATIONS:

1. As determined by New Jersey state certification requirements and the Bridgeton Board of Education
2. High School Diploma or GED
3. Black Seal License Required.
4. Available for emergencies after hours and on weekends.
5. Completed Rutgers Educational Facilities Manager Program
6. Three (3) years supervisory experience preferred
7. Valid NJ Drivers' License
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: **Supervisor of Buildings and Grounds**

JOB GOAL: To Assist the Supervisor of Buildings and Grounds in supervising custodial and maintenance staff,district wide and to develop and coordinate plans to ensure that all facilities are cleaned and maintained in accordance with all State and Federal codes and District Policies.

PERFORMANCE RESPONSIBILITIES:

1. Assists with organizing, scheduling, direction, and supervision of the work of the custodial and maintenance staff so that it can most efficiently perform its task without interfering with the educational program during the actual school year, subject to approval by either the building principal, School Business Administrator, or the Superintendent of Schools.
2. Assists with the preparation and maintenance of all athletic and intramural practice and playing fields including fertilizing, seeding, lining, watering and mowing as needed.
3. Organizes, coordinates, directs and supervises the custodial and maintenance staff during the school vacation periods and during the summer shut down period so that the custodians may be used as a maintenance and repair staff, in addition to their normal custodial duties.
4. Develops work plans for cleaning and maintenance work and develops effective work methods.
5. Keeps accurate running inventories of custodial and ground supplies and equipment.

6. Accepts deliveries of school supplies and equipment; prepares all clerical records required ;prepares budget needs for custodial, grounds, and maintenance supplies and equipment; approves requisitions for all related supplies.
7. Assists in the direction of the maintenance and custodial staff in snow removal during snow emergencies.
8. Checks in with the building principals daily to go over building concerns and/or needs and provides a monthly report of work completed and open jobs.
9. Assists in the training of personnel and their selections.
10. Develops and updates the 5-year maintenance plan and state-mandates forms.
11. Provide administrative and technical direction and supervision of the maintenance department in assigning and completing work assignments.
12. Responds to emergency maintenance calls.
13. Assists with the automated work order system and makes recommendations for efficient operations.
14. Works with outside vendors when necessary.
15. Assist in ensuring compliance with all State and Federal codes related to buildings, grounds, and air quality.
16. Is required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office or related units.
17. Acts in the absence of the Supervisor of Buildings and Grounds.
18. Perform other duties that fall within his professional competencies when directed by the Supervisor of Buildings and Grounds or the School Business Administrator.

TERM OF EMPLOYMENT:

12 Months. Salary to be determined by the Board of Education.

EVALUATION:

Performance will be evaluated in accordance with Board policies and procedures on the evaluation of professional staff.