

**GREAT MEADOWS REGIONAL
BOARD OF EDUCATION**

JOB DESCRIPTION

TITLE: BUILDINGS AND GROUNDS SUPERVISOR

- QUALIFICATIONS:** - Will possess or obtain with two (2) years a Certified Educational Facilities Manager Certificate from an accredited college.
- Fireman's Black Seal License
 - Strong interpersonal and communication skills.
 - Post-secondary training related to professional responsibilities.
 - Demonstrate knowledge of architecture, school construction, engineering, plant operation, maintenance and management, and school safety.
 - Experience in project estimation of labor and supply needs and ability to supervise and coordinate the activities of department staff.
 - Experience in budget development for district/plant operations.
 - Required criminal history background check
 - New Jersey residency required

REPORTS TO:

Business Administrator

SUPERVISES:

1. Maintenance and grounds-keeping personnel
2. Participates with building principals in supervision of custodians and head custodian
3. Outside contractors

JOB GOALS:

To provide students and staff with a physical environment that is clean, safe and efficiently operated.

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district's schools, office facilities and grounds
2. Establishes appropriate maintenance, grounds-keeping, security and custodian requirements for each school building and installation.
3. Directs the maintenance of all buildings and grounds as to cleanliness and safety.
4. Assists in recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of custodial, maintenance and grounds personnel.
5. Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.
6. Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district.
7. Organizes, implements and carries out a program of preventive maintenance.
8. Establishes guidelines for the division of responsibility for minor in-school repairs and emergency repairs.
9. Keeps abreast of new work methods, procedures and equipment.
10. Ensures that standards consistent with all applicable local, state, and federal laws are maintained.
11. Reports the general condition of all district buildings and grounds along with recommendations and cost estimates for corrective action.
12. Supervises and inspects the work performed by outside contractors and verifies that the terms of all such contracts have been fulfilled.
13. Assumes responsibility for Right-to-Know record keeping, employee training, designated person for AHERA, Public Agency Compliance Officer (PACO) and coordinates Hepatitis B Vaccine eligibility.
14. Directs the preparation of playing fields, grounds, and other necessary facilities for athletics and other school activities.
15. Maintains such records as are required by Board policy or law.
16. Interprets and enforces Board policies regarding school maintenance, safety, and security procedures.
17. Performs other duties that may be assigned or required by law, code, regulation/Board policy.

TERMS OF EMPLOYMENT: Twelve month continued employment

EVALUATION: Performance of this job will be evaluation semi-annually by the Business Administrator in accordance with state law and Board policy.

Revised: Dec. 17, 2019

Employee Signature