

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

Building and Grounds Supervisor

QUALIFICATIONS:

1. Valid New Jersey Drivers License
2. High School Diploma or Equivalent
3. Educational Facilities Manager Certificate, Preferred
4. Fireman's Black Seal License.
5. Minimum experience as determined by the board
6. Ability to supervise and coordinate the activities of department staff.
7. Demonstrated knowledge of architecture, school construction, engineering, plant operation, maintenance and management and school safety.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, meets NJ Residency requirements.

REPORTS TO: Facility Director

SUPERVISES: All custodial, maintenance and grounds staff

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

PERFORMANCE RESPONSIBILITIES:

1. Under the direction of the Facility Director, assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district's schools, office facilities and grounds.
2. Assists with the implementation of the program of required preventive maintenance for each school and reports these activities in an annual comprehensive maintenance plan.
3. Assists in supervising all custodial, maintenance and groundskeeping staff.
4. Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.
5. Recommends for purchase necessary equipment and supplies and maintains an inventory of them.
6. Assists in the scheduling of work for each individual building and ensures that proper supplies are on hand in each building.
7. Assist in following guidelines for the division of responsibility for minor in-school repairs and emergency repairs.
8. Keeps abreast of new work methods, procedures, and equipment.

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9. Ensures that standards consistent with all applicable local, state and federal laws are maintained.
10. Assists in inspecting all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
11. Assists with organization and implementation of programs on proper operation and maintenance of school facilities for departmental personnel.
12. Ensures proper maintenance and operation of department equipment, including motorized vehicles, tools and machinery.
13. Directs the preparation of playing fields, grounds and other necessary facilities for athletics and other school activities.
14. Interprets and enforces board policies regarding school maintenance, safety and security procedures.
15. As per the employment agreement, any classes require prior approval of the Superintendent. If prior approval is not received the district will not be responsible for any tuition, fees, and/or stipends.
16. Performs other duties as assigned for the efficient operation of the school district to increase the effectiveness and reduce costs to the ultimate benefit of the district.

TERMS OF EMPLOYMENT:

Salary and work year 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 noncertified staff.

LEGAL REFERENCES:

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| N.J.S.A. 13:1F-19 | School Integrated Pest Management Act |
| N.J.S.A. 18A:6-7.1 | Criminal history record |
| N.J.S.A. 18A:16-1 | Officers and employees |
| N.J.S.A. 18A:16-2 | Physical examinations; requirement |
| N.J.S.A. 18A:17-3 | Tenure of janitorial employees |
| N.J.S.A. 18A:17-41 | Rules and regulations governing janitorial employees |

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- N.J.S.A. 18A:36-3 Display of flag
- N.J.S.A. 18A:41-1 Fire drills
- N.J.S.A. 18A:41-2 Fire and smoke doors closed
- N.J.S.A. 34:5A-1 et seq. N.J. Worker and Community Right to Know Act
- N.J.S.A. 34:7-1 License Necessary
- N.J.A.C. 6:3-4A-4 Requirements of physical examinations
- N.J.A.C. 6:24 Comprehensive maintenance plans
- N.J.A.C. 6A:26 Educational facilities
- N.J.A.C. 17:27 Equal employment opportunity and affirmative action rules
- See Particularly:
- N.J.A.C. 6A:26-12 Operations and maintenance of facilities
- N.J.A.C. 12:90-3.4 Licensing of operating engineers and boiler operators
- N.J.A.C. 12:100-4.2 Adoption by reference