

# Assistant Supervisor of Buildings and Grounds

## JOB DESCRIPTION

### **POSITION TITLE: ASSISTANT SUPERVISOR OF BUILDING/GROUNDS**

**MINIMUM** Black Seal License. Supervisory ability with

**QUALIFICATIONS** knowledge of plant operations and maintenance;

custodial cleaning methods and procedures; heating and

ventilation systems; proper handling of hazardous waste

materials. Familiarity with a comprehensive computerized

maintenance system. Experience with OSHA, AHERA

Fire Codes and Right to Know procedures. Ability to read,

write and communicate effectively. Possess a valid New

Jersey driver's license. Required criminal history

background check and proof of U.S. Citizenship or

legal resident alien status. Should possess a New

Jersey Educational Facility Manager's certificate.

(NJSA 18A:17-49)

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

**JOB GOAL:** To oversee day to day custodial and maintenance operations of District facilities and ensure a safe, clean, and comfortable school environment; to carry out administrative tasks to include serving as the District point of contact for all Local, State and Federal compliance visits (Right to Know, PEOSH, annual Fire Marshall compliance inspections, Health Official inspections) as required; to maintain and operate the plant to the required standards.

## PRIMARY RESPONSIBILITIES

1. Examine school sites on a regular basis to determine needed repairs and maintenance.
2. Establish and recommend priorities for repair projects.
3. Evaluate all submitted work orders and recommend assignments. Monitor progress of all work orders.
4. Assign and supervise maintenance teams to handle more involved projects.
5. Inspect schools on a regular to determine quality of cleaning effort.
6. Communicate all special needs (events) to the Contract Custodial Support Supervisor.
7. Act as liaison between various township and state offices; e.g. Fire Department, Board of Health, Right-to-know, HAZMAT etc.
8. Develop and maintain an inventory of maintenance equipment used at the district level.
  
9. Advise in the hiring of contractors to perform certain maintenance or repair services.
10. Serve as District Assistant Safety Officer.
11. Maintain district guidelines on energy conservation and recycling.
12. Assist in the scheduling and preparation of playing fields, grounds and other necessary facilities for athletics and other school activities. Work in concert with the Athletic Director.
13. Provide periodic in-service workshops for all maintenance personnel.

14. Coordinate annual Right-to-Know training.
15. Be readily available to the school district in the event of emergencies for snow removal, storm damage and/or vandalism.
16. Develop cost estimates of repair projects in terms of labor, material and overhead.
17. Supervise the periodic clean-up of the maintenance shop and district level storage areas (Room 19, SOM).
18. Assist in the layout of all work assignments and conduct random work site checks for safety and job completion.
19. Supervise the conduct of the district preventive maintenance program.
20. Conduct periodic visits to schools and visit principals to identify any special problems.
21. Perform other duties as may be assigned for the efficient operation of the school district.

**WORKING RELATIONSHIPS**

**OF THE POSITION** Maintain effective relationships with students, parents, teachers and administrators.

**TERMS OF EMPLOYMENT:** 12 Months

Salary and benefits to be determined by the Board