



BRIDGEWATER-RARITAN REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

SECTION **CENTRAL ADMINISTRATION**
AREA **CLASSIFIED PERSONNEL**
TITLE **MAINTENANCE MANAGER**

QUALIFICATIONS:

A minimum of five years of experience in school maintenance and supervision or any combination of training, education and experience which provides the following knowledge, skills and abilities:

1. Considerable knowledge of laws and regulations relating to school plant maintenance and operation.
2. Ability to supervise and work with a group of employees; ability to give suitable assignments and instructions.
3. Ability to assist in establishing safe working practices.
4. Broad knowledge of materials, equipment, and skills necessary for school plant maintenance.
5. Ability to establish and maintain effective working relationships with administrators, architects, school staff, suppliers, and contractors.
6. CEFM certificate preferred.
7. Black Seal license preferred.
8. A valid driver's license.
9. Required criminal history check and proof of US citizenship or legal alien status.

REPORTING RESPONSIBILITY

The Maintenance Manager is directly responsible to the Manager of Buildings and Grounds.

SUPERVISORY RESPONSIBILITY

The Maintenance Manager supervises maintenance and grounds personnel.

JOB GOAL

The Maintenance Manager, working under the direct supervision of the Manager of Building and Grounds, is responsible for all aspects of school plant operation, maintenance, and grounds. Responsibilities involve scheduling maintenance and grounds personnel, establishing work schedules, and organizing preventive



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maintenance programs. The person chosen to be Maintenance Manager must possess initiative, technical judgment, demonstrable planning ability and the ability to communicate effectively.

TERMS OF EMPLOYMENT

Twelve-month contract. Eligible for Benefits. District-Wide. Non-Bargaining Unit Personnel.

EVALUATION

The Maintenance Manager shall be evaluated by the Manager of Buildings and Grounds, in writing, at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description. See Policy 4220.

PERFORMANCE RESPONSIBILITIES:

1. Assists in planning for district-wide plant maintenance.
2. Maintains liaison with both the Manager of Buildings and Grounds and school administrators on all school maintenance and grounds problems.
3. Assists the Manager of Buildings and Grounds in planning and supervising the alteration of buildings and replacement of equipment.
4. Is familiar with state and local rules and regulations regarding school buildings.
5. Is familiar with the efficient operation of all building equipment, such as that used in heating, ventilating, and lighting.
6. Supervises the testing and ordering of supplies connected with maintenance and grounds services.
7. Assists the Manager of Buildings and Grounds in making studies and estimates on costs for all construction and repairs under consideration.
8. Keeps the Manager of Buildings and Grounds informed on all matters regarding the operation and maintenance of the school plant.
9. Requisitions necessary materials for maintenance, repair and work projects to be completed by district personnel.
10. Analyzes work orders for required skills, materials, tools, methods; prepares estimates of time and personnel requirements.
11. Fits analyzed jobs into a daily schedule according to operating conditions and available personnel.
12. Assists the Manager of Buildings and Grounds in creating and maintaining an effective job training program for the purpose of helping develop a highly efficient and skilled staff.
13. Develops an efficient preventive maintenance program for all district buildings and equipment.
14. Assists in the procurement and supervision of contracted services as needed.



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15. Performs other duties and responsibilities incidental to the position or as assigned by an appropriate administrator.
16. Adheres to all district policies and regulations, including but not limited to:
 - a. Support Staff Member/School District Reporting Responsibilities - 4159
 - b. Physical Examination – 4160
 - c. Substance Abuse – 4218
 - d. Sexual Harassment – 4352
 - e. Electronic Communications Between Support Staff Members and Students - 4283

Adopted 1/24/06
Revised: 2/14/17