

WATCHUNG BOROUGH PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: BUILDINGS AND GROUNDS SUPERVISOR

REPORTS TO: School Business Administrator

QUALIFICATIONS:

1. Educational Facilities Manager Certificate* and Fireman's Black Seal License
2. Appropriate educational background
3. Minimum experience as determined by the Board
4. Ability to supervise and coordinate the activities of department staff
5. Demonstrated knowledge of architecture, school construction, engineering, plant operation, maintenance and management, and school safety
6. Black Seal License
7. At least three (3) years experience in a supervisory capacity in either business, industry, or governmental agency
8. At least three (3) years experience in the area of planning or maintaining physical facilities
9. Commercial Applicator's License for School IPM
10. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable
11. Required criminal history background check

SUPERVISES: All maintenance, mechanics, operations personnel and grounds keeping staff

JOB GOAL: To provide students and staff with a physical environment that is healthy, safe and efficiently operated. To provide continuous supervision and the necessary expertise for all aspects of the physical school facilities.

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. Plans and implements a program of required preventive maintenance for each school and reports these activities in an Annual Comprehensive Maintenance Plan
3. Establishes appropriate maintenance, grounds keeping, and security requirements for each school building and installation.
4. Directs the maintenance of all buildings and grounds
5. Assumes responsibility for the implementation of the district's school Integrated Pest Management policy as required by statute. Provides proper notification of pesticide applications, maintains required records, and responds to inquiries regarding the pest management program.
6. Recruits, screens, recommends for hiring, assigns and supervises all maintenance, mechanics and grounds keeping staff
7. Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work
8. Recommends for purchase necessary equipment and supplies and maintains an inventory of them
9. Maintains schedules of work for each individual building and ensures that proper supplies are on hand
10. Establishes guidelines for the division of responsibility for minor in-school repairs and emergency repairs
11. Keeps abreast of new work methods, procedures and equipment
12. Ensures that standards consistent with all applicable local, State and Federal laws are maintained
13. Inspects all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained
14. Organizes and implements an orientation program on proper operation and maintenance of school facilities for departmental personnel
15. Assumes responsibility for Right-to-Know data practices, procedures and record-keeping under the direction of the School Business Administrator
16. Ensures proper maintenance and operation of department equipment, including motorized vehicles, tools and machinery.
17. Inspects and maintains fire alarm systems and fire extinguishers on a regularly scheduled basis
18. Prepares and administers the budget for maintenance, grounds, security and custodial supplies and equipment
19. Supervises and inspects the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before authorizing final payment
20. Directs the preparation of playing fields, grounds and other necessary facilities for athletics and other school activities.
21. Confers with school Principals, landscape architects and other parties in making plans for landscaping, planning and maintenance of various school grounds
22. Maintains all records that are required by Board policy, statute or administrative code
23. Interprets and enforces board policies regarding school maintenance, safety and security procedures

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24. Assist in the recruitment, employment, assignment, transfer, promotion, demotion, and dismissal of maintenance and operations personnel
25. Organize and implement an in-service program on the proper operation and maintenance of school facilities for departmental personnel
26. Schedule work routines for maintenance and operations personnel
27. Develop and manage the maintenance and operations budget
28. Prepare bid specifications for items relating to maintenance and operations of all school facilities
29. Authorize the purchase of necessary equipment and supplies required for the maintenance and operations of school facilities.
30. Design, organize and implement a preventative maintenance program
31. Plan district custodial services and assist with the evaluation of the daily performance of these services
32. Prepare work schedules for maintenance personnel and make daily work assignments
33. Supervise the overall maintenance and operation of all buildings and grounds including mechanical and electrical operating systems
34. Conduct periodic inspection of all school facilities to insure fire and operational safety
35. Supervise and inspect work performed by outside contractors and verify that the contract terms have been fulfilled
36. Provide construction management and supervision for all district building programs
37. Establish appropriate maintenance, grounds keeping and custodial requirements for each building
38. Develop and maintain files for all buildings. These files should contain blueprints, plans, specifications, contracts, bids, and other pertinent information relative to building construction, maintenance and operation
39. Participate in a process of developing architectural and mechanical plans for renovations and new construction
40. Provide environmental management and maintain proper records on environmental issues
41. Management of district-wide Energy Management Program
42. Perform any other duties as assigned by the Business Administrator
43. Assist the IPM Coordinator in implementing the School IPM Policy and Plan
44. Assist in maintaining information about the IPM Policy and Plan in place at the school
45. Assist in maintaining information about pesticide applications on school property including records obtained from the pesticide applicator, Material Safety Data Sheets (MSDS) when available for pesticides used, and labels for all pesticide products used
46. Assist in maintaining records of any pest monitoring and non-pesticide controls implemented
47. Assist in providing access to the above information for public review
48. Assist in responding to inquiries and providing information to students, staff, and parents or guardians regarding IPM
49. Assist in providing training in IPM practices to the school community as described in the individual "Roles, Responsibilities, and Training" sections of the School IPM Plan
50. Assist in ensuring that all persons conducting pesticide applications have all NJDEP-required training, certification, and licensing. Also ensure that they follow the School IPM Policy and Plan, as well as all NJDEP School IPM regulations and the precautions of the pesticide label.
51. Assist in obtaining training sufficient to implement the Policy and Plan (i.e., NJDEP-approved training)
52. Assist in submission of required information to the NJDEP
53. Assist in coordinating pre-and post notification of parents and staff of non low-impact pesticide applications according to the school's notification procedure
54. Assist in preparation and posting signs as required in areas where non low-impact pesticides are to be applied
55. Assist in obtaining and maintaining all pesticide application records for a minimum of 3 years; in the case of termiticides, maintain records a minimum of 5 years
56. Assist in preparing and sending out "Annual School IPM Program Notification Letter to Parents & Staff
57. Assist in the inspection of school premises for the presence of pests or signs of pest activity as directed by IPM Coordinator
58. Notify the Business Administrator when pests or signs of pest activity are found
59. Make written recommendations to the School IPM Coordinator for corrective actions to be taken by the school to reduce potential pest populations
60. Recommends appropriate non-chemical procedures to correct pest problems
61. When it is determined that a pesticide must be used, select and recommend necessary pesticides. Preference will always be given to low impact pesticides
62. Follow appropriate least-toxic procedures to correct pest problems. Never apply a non low impact pesticide without proceeding with all required notification and posting of the area to be treated
63. Provide the School Business Administrator with MSDS (when available) of any pesticide that is applied on school property
64. Provide application information as specified in the "Non Low-Impact Pesticide Application Log" when they apply these pesticides at the school

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- 65. If a non low-impact pesticide is to be used, provide a “School Integrated Pest Management Act Compliance Certification” form to the Business Administrator for their signature ensuring all advance notification and posting has been performed as required. Applicators are not liable for damages resulting from the failure of the school to provide the notification or posting as required by the New Jersey School IPM Act.
- 66. Participate in the annual evaluation of the School IPM Program and Plan. Provide comments regarding any necessary modification of the School IPM Plan.
- 67. Inspect and maintain building perimeter, courtyards, and planting beds to reduce potential pest populations
- 68. Coordinate activities of outside contractors with respect to IPM schedules and applications

TERMS OF

EMPLOYMENT:

Work year and salary to be determined by the Board.

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 non-certified staff.

APPROVED:

January 2, 2019