



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Supervisor of Buildings
REPORTS TO: Director of Facilities
QUALIFICATIONS:

1. Demonstrate knowledge of all school building operations including construction codes, health and safety regulations and New Jersey Administrative Code Titles 18A and 6.
2. Must possess Certified Educational Facilities Manager (CEFM) certification, be in the process of obtaining the CEFM certification, or obtain it within one calendar year of commencing employment.
3. Possess a NJ Motor Vehicle Driver's License.
4. Compliance with all statutory regulations and district requirements for securing public school employment is required.

GENERAL DESCRIPTION:

The Supervisor of Buildings shall be responsible for the operation, appearance, and cleanliness of all buildings in the district. Assist the Director of Facilities in administering a program of operations to maintain all school facilities and related equipment in an efficient and economical manner.

ESSENTIAL JOB FUNCTIONS:

1. Supervises and evaluates performance of cleaning and maintaining district buildings, including special tasks such as overseeing project management and renovations.
2. Maintains effective and professional client relations within the assigned buildings, including interactions with administrators and staff.
3. Establishes construction, renovation, and overtime schedules under the supervision of the Director of Facilities.
4. Ensures compliance with all applicable NJDOE school building checklist requirements, NJ statutes, and building codes.
5. Understands, interprets, and updates as needed building layouts, drawings, specifications, and associated documents.
6. Communicates effectively to superior and subordinate personnel, building staff, visitors, and others as necessary.
7. Utilizes the types of electronic recording and information systems used by the district.
8. Performs such other tasks and assumes such other responsibilities as designated by the Director of Facilities, Business Administrator, or other district leaders.

WORK YEAR: Twelve-month employee
BARGAINING UNIT: Non-affiliated
DATE APPROVED: June 16, 2022
APPROVED BY: Board of Education