

**Union County Educational Services Commission  
Job Description**

**(Att. 12)**

**Job Title:** Buildings and Grounds Supervisor

**Reports To:** Business Administrator

**Terms of Employment:** 12-Months, Full-Time

**Scope of Position:**

The Buildings and Grounds Supervisor contributes to the safe, clean and healthy operation of the district by planning, executing and administering a comprehensive and cost-effective program of custodial and maintenance services as directed by the School Business Administrator.

**Qualifications:**

1. Earned High School diploma. Associate's or Bachelor's Degree preferred.
2. Completion of a program of study leading to "Certified Educational Facilities Manager" certification from the NJDOE pursuant to N.J.S.A. 18A:17-49.
3. Minimum of five years of experience, preferable completed in a public school district, in the provision of custodial and maintenance services.
4. Minimum of two years experience, preferably completed in a public school district, in the supervision of buildings and grounds maintenance.
5. Demonstrated knowledge and expertise in general construction, heating, ventilation, plumbing, carpentry, air conditioning and grounds maintenance.
6. General knowledge of building, environmental and safety codes and regulations.
7. Interpersonal skills needed to relate well with school administrators, teaching staff, contractors, vendors and members of the local community.
8. Ability to communicate effectively in English, both orally and in writing, using proper vocabulary and grammar.
9. Excellent leadership capacity, organizational skills and the ability to motivate people.
10. Valid drivers license issued by the NJ Department of Motor Vehicles.

**Responsibilities:**

1. Assist the Business Administrator with the hiring, training, scheduling, supervision and evaluation of all custodial, maintenance and cleaning personnel.
2. Develop a custodial services plan for each school that outlines the tasks and expectations for custodial staff, including a detailed daily schedule for cleaning and maintenance.
3. Assist the Business Administrator in implementing a plan of corrective and preventative maintenance to support the upkeep of all facilities, grounds, and major systems (HVAC, mechanical, plumbing, electrical, and structural) of the district.
4. Conduct regular inspections of all school facilities, grounds and equipment to ensure that high standards of cleanliness, attractiveness and safety are maintained.

5. Supervise and participate in the general cleaning, maintenance and repair of all district schools, facilities, vehicles and equipment.
6. Ensure custodial, maintenance and cleaning staff comply with all federal, state and local laws regarding the storage, use, and/or disposal of trash, waste and hazardous materials.
7. Directly oversee and participate in seasonal grounds keeping activities, including landscaping, lawn maintenance, and snow removal operations.
8. Maintain an inventory control system and establish cost-effective purchasing of custodial supplies and maintenance equipment through established bid or quote processes that follow local, state and federal regulation.
9. Serve as liaison between district administration and general contractors retained to provide maintenance and repair services to district facilities.
10. Remain available on a 24-hour on-call basis to respond to fire alarms, security concerns, inclement weather and other emergency situations.
11. Participate in relevant professional development opportunities to remain abreast of the local, state and federal laws, regulations, technical practices, and management techniques related to the cleaning, maintenance and repair of school district facilities.
12. Perform all other related duties and responsibilities within the scope of employment as assigned by the Business Administrator or Superintendent of Schools.

**Physical and Environmental Demands:**

The following physical and environmental demands are representative of those that must be met by an employee to successfully perform the essential functions of this position and are not intended to be all-inclusive:

1. Ability to spend most of the day standing, walking, moving, reaching, and lifting. Employee may be required to work in restricted spaces to include bending, stooping, crawling, kneeling and/or crouching. Employee may also be required to complete tasks in precarious high places using ladders, scaffolding and/or mechanical lifts.
2. The employee must be able to demonstrate sufficient physical strength and dexterity to operate custodial/maintenance hand and power tools, machinery and cleaning equipment.
3. The employee must regularly lift, push and/or pull objects up to 50 pounds regularly and up to 100 pounds or more occasionally using appropriate safety techniques.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
5. The employee periodically works in outside weather conditions. The employee may also occasionally be exposed to wet or humid conditions, airborne particles, cleaning agents, hazardous chemicals and fumes, blood and other potentially infectious bodily fluids.

**Board Approved:**