

**FREEHOLD BOROUGH PUBLIC SCHOOLS
FREEHOLD, NEW JERSEY**

TITLE: **Supervisor of Buildings and Grounds**

- QUALIFICATIONS:**
1. High school graduate. Post secondary coursework desirable.
 2. Knowledge of the basic principles of construction, maintenance, and security.
 3. At least five years experience in a supervisory capacity in business, industry, or a governmental agency.
 4. At least five years experience in the area of planning and/or maintaining physical facilities.
 5. Knowledge of computerized maintenance applications e.g. HVAC systems.
 6. Black Seal (boiler operator's) license.
 7. Ability to provide leadership and supervision of all personnel related to the various programs in the operation and maintenance of the buildings and grounds of the district.
 8. Understanding of the interrelationships of the operations and maintenance programs.
 9. Ability to supervise and coordinate the operations of the plant and maintenance programs.

Operation of Plant – Refers to the normal routine services required to keep the school building open in a safe, clean and functional capacity for the intended purposes. These services shall include: housekeeping, operation of utilities (heat, electricity, water, sewerage, gas and telephone), care of immediate grounds, building security, minor repairs, and such tasks or adjustments that can be readily handled by the custodial staff.

Maintenance of Plant – Refers to those cyclic, but intermittent services intended to keep the plant in near as its original state of preservation, i.e., repairs and replacement, as feasible as well as the grounds surrounding all facilities.

10. Physical stamina to perform job responsibilities.
11. Good moral character.
12. Valid New Jersey Driver's license.
13. Accreditation and certification in appropriate discipline related to the Right to Know Act, PEOSHA, Asbestos and Department of Environmental Protection Regulations.
14. Based upon experience the Board of Education may waive educational qualifications.

REPORTS TO: School Business Administrator/Board Secretary

SUPERVISES: All Custodial, Maintenance, and Groundskeeping Personnel

JOB GOALS:

1. To insure district compliance with mandated environmental and safety laws and regulations.
2. To supervise the operation and maintenance of the physical plant of the schools in conjunction with the principals.
3. To provide the students with a physical plant conducive to learning that is safe, clean, attractive, pleasant and functioning at the level expected by the Board and Community.
4. To coordinate and supervise community evening activities.

PERFORMANCE RESPONSIBILITIES:

1. Recommends comprehensive overall planning and scheduling of maintenance and repair requirements of the district in conjunction with the principals.
2. Conducts a continuing program of staff training and personnel development.
3. Determines and establishes detailed specifications pertaining to supplies, materials, and equipment for the district.
4. Assists in the preparation of specifications for all contractual work within the district.
5. Schedules the work of outside contractual firms. Inspects the work performance of such firms and reports to administrators the progress and completion of such work.

6. Establishes and administers work schedules and procedures for the regular ongoing custodial care and maintenance of all buildings and grounds owned and/or leased by the Board of Education in conjunction with the principals.
7. Inspects all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained.
8. Makes recommendations for hiring, assignment, and termination of employment of all personnel within the area of operations.
9. Supervises distribution of supplies, materials and equipment and establishes inventory control within the district.
10. Confers with the building principal or assigned administrator regarding custodial and maintenance work.
11. Prepares a proposed annual budget and administers the final version of same for maintenance, grounds, custodial supplies and equipment.
12. Prepares and submits estimates to the Business Administrator of time and cost for individual repair and construction projects.
13. Organizes and implements a program of preventative maintenance.
14. Directs and ensures the proper operation and maintenance of all physical plant equipment (boilers, air conditioning, heating and ventilating units, pumps, etc.)
15. Plans and directs the warehousing of equipment and supplies.
16. Maintains all necessary records and prepares monthly reports for submission to the Business Administrator/Board Secretary.
17. Coordinates and supervises all evening use of district facilities. This includes screening of all applications for use of facilities in compliance with Board policies, establishing a master schedule of facility use, verifying room assignments and any special equipment needs and insuring that custodians have secured all areas not in use in conjunction with the principals.
18. Completes all other assignments as directed by the Business Administrator or Superintendent of Schools.

TERMS OF EMPLOYMENT: Twelve months; salary to be determined by the board

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on evaluation of noncertified staff.

Legal References:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils, grounds for disqualification from employment
<u>N.J.S.A.</u> 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school systems
<u>N.J.S.A.</u> 18A:16-2	Physical examinations
<u>N.J.S.A.</u> 18A:27.4	Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
<u>N.J.S.A.</u> 34:5A-1 <u>et seq.</u>	NJ Worker and Community Right to Know Act
<u>N.J.A.C.</u> 6:8-4.9(a)6	Health and Safety
<u>N.J.A.C.</u> 6:8-4.9(a)7	Comprehensive maintenance
<u>N.J.A.C.</u> 6:8-4.9(a)7ii(6)	School visits
<u>N.J.A.C.</u> 6:8-4.9(a)8	Facilities master plan substandard classrooms plan
<u>N.J.A.C.</u> 6:22-7.1	Long-range facilities plans
<u>N.J.A.C.</u> 12:90-3.4, 3.5	License for high and low pressure boiler operators
<u>N.J.A.C.</u> 12:100-4.2	Adoption by reference

Bloodborne Pathogen Standard, 29 CFR 1910.1030

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Approved at the Board of Education Meeting held on Monday, June 7, 1999.

