



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Buildings and Grounds Supervisor

(Rev. 12/17/2012, Rev. 04/28/2016)

Qualifications:

1. High school diploma or equivalent.
2. Fireman's Black Seal License.
3. Valid commercial driver's license.
4. Demonstrate knowledge of architecture, school construction, engineering, plant operation, maintenance and management, and school safety.
5. Experience in project estimation of labor and supply needs and ability to supervise and coordinate the activities of department staff.
6. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports To:

School Business Administrator/Board Secretary

Supervises:

District maintenance and custodial personnel

Job Goal:

To provide students and staff with a physical environment that is clean, safe and efficiently operated. Goals are for both Kingsway Regional and South Harrison School District.

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. Establishes appropriate maintenance, grounds keeping, security and custodial requirements for each school building and installation.
3. Directs the maintenance of all buildings and grounds as to cleanliness and safety.
4. Recruits, screens, recommends for hiring, assigns, supervises and evaluates all custodial and maintenance staff.
5. Determines and establishes detailed specification pertaining to supplies, materials, equipment and local contract work.
6. Recommends for purchase necessary equipment and supplies and maintains an inventory of them.
7. Maintains schedules of work for each individual building and sees to it that proper supplies are on hand in that building.
8. Establishes and supervises summer cleaning programs and schedules.
9. Establishes guidelines for the division of responsibility for minor in-school repairs and emergency repairs.
10. Keeps abreast of new work methods, procedures and equipment.
11. Ensures that standards consistent with all applicable local, state and federal laws are maintained.
12. Inspects all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
13. Plans and implements a program of preventive maintenance.



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14. Organizes and implements an orientation program on proper operation and maintenance of school facilities for departmental personnel.
15. Ensures proper maintenance and operation of department equipment, including motorized vehicles, tools and machinery.
16. Inspects and maintains fire alarm systems and fire extinguishers on a regularly schedule basis.
17. Prepares and administers the budget for maintenance, grounds, security and custodial supplies and equipment.
18. 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 payments.
19. Directs the preparation of playing fields, grounds and other necessary facilities for athletics and other school activities.
20. Confers with school principals, landscape architects and other parties in making plans for landscaping, planning and maintenance of various school grounds.
21. Maintains such records as are required by Board policy or law.
22. Interprets and enforces Board policies regarding school maintenance, safety and security procedures.
23. Performs other duties as assigned.
24. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:	July 1 to June 30
Job Family	District Supervisor
Pay Grade/Compensation Structure:	G08
Evaluation:	In accordance with Board policy
Job Code:	9000