



WALL TOWNSHIP PUBLIC SCHOOLS

Title: OPERATIONS SUPERVISOR

Qualifications:

1. Black Seal License.
2. Educational Facilities Manager Certification.
3. Demonstrated knowledge of school building and grounds maintenance.
4. Demonstrated knowledge of school construction, operation, and school safety.
5. Experience in supervising and evaluating personnel.

Reports to:

1. Facilities Manager

Job Goal:

1. Assist the Facilities Manager with providing students and staff with a physical environment that is healthy, safe and efficiently operated.

Performance Responsibilities:

1. Assist in the recruitment, employment, assignment, supervision, and evaluation of department staff.
2. Assist in developing the annual school budget for operations and capital projects.
3. Monitor staff performance and provide training to ensure compliance with regulations and best practices.
4. Develop and coordinate maintenance schedules, prioritize assignments, and oversee work completion.
5. Work directly with department staff on daily and preventative maintenance programs.
6. Plan, implement, and maintain a comprehensive preventative maintenance program.
7. Monitor facilities operations to maintain a safe, clean, and functional environment.
8. Oversee the upkeep and preparation of athletic fields, landscaping, and school grounds, including, but not limited to, mowing, seeding, fertilizing, watering, and field painting.
9. Conduct regular inspections of all school buildings and grounds to ensure high standards of workmanship, cleanliness, safety, and security.
10. Identify and address potential hazards to maintain a safe school environment.
11. Monitor compliance with all applicable local, state, and federal laws, including, but not limited to, QSAC, Right-to-Know, AHERA, Indoor Air Quality, and Integrated Pest Management.
12. Assist to prepare specifications for and manage procurement of supplies, materials, equipment, and contracted services.
13. Supervise, coordinate, and inspect work performed by outside contractors to ensure quality and compliance with specifications.
14. Maintain accurate inventories of department supplies and equipment.
15. Respond promptly to emergency situations to address immediate safety concerns.
16. Coordinate emergency procedures and ensure staff are trained in safety protocols.
17. Ensure efficient operations of HVAC, plumbing, electrical, and mechanical systems.
18. Perform other duties and responsibilities as directed by the Facilities Manager



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Terms of Employment: 12-month position; Salary-Non-Represented

Evaluation: Performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certificated, non-represented personnel.

Approved: April 29, 2025