

JOB DESCRIPTION

_____ PATERSON _____ BOARD OF EDUCATION

FACILITIES
4222 Cluster Supervisor
of Maintenance and Custodial Services
Page 1 of 6

JOB TITLE: **CLUSTER SUPERVISOR OF MAINTENANCE AND CUSTODIAL SERVICES**

REPORTS TO: **Executive Director of Facilities**

NATURE AND SCOPE OF JOB:

The Cluster Supervisor of Maintenance & Custodial Services will supervise and coordinate the activities of the Sector Supervisors on a daily basis. They will ensure regular visits are made to all locations and log books, environmental records and inspections are compliant with departmental policies. Interaction with school principals will verify supervisors are communicating and providing adequate follow-up services. Issues with the custodial vendor and the trades coordination is a primary function of this position. The Cluster Supervisor will be available to interact after hours, holidays and weekends as required.

QUALIFICATIONS:

The Cluster Supervisor of Maintenance & Custodial Services shall:

1. Have a high school diploma or equivalent training experience, with a preference given to CEFM or in a field related to organizing and leading a program of Maintenance and Custodial Services.
 2. Have at least five years of experience in Maintenance and Custodial Services, with a minimum of three years in a supervisory capacity.
 3. Demonstrate knowledge of custodial practices, health and safety regulations, financial and management practices, purchasing, supervision and motivation of personnel, and State and local regulations regarding the cleaning and maintenance of educational buildings and grounds.
 4. Hold a NJ Black Seal or higher license.
 5. Hold and maintain a valid driver's license with no serious violations.
 6. Have excellent integrity and demonstrate good moral character and initiative.
 7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
 8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
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JOB DESCRIPTION

_____ PATERSON _____ BOARD OF EDUCATION

FACILITIES
4222 Cluster Supervisor
of Maintenance and Custodial Services
Page 2 of 6

9. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 63-4A-4.
12. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 63-4A-4.
13. Meet such 13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District Application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Cluster Supervisor of Maintenance shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time, and conditions specified in the Collective Bargaining Agreement
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

JOB DESCRIPTION

_____ PATERSON _____ BOARD OF EDUCATION

FACILITIES 4222 Cluster Supervisor of Maintenance and Custodial Services Page 3 of 6]

The Cluster Supervisor of Building and Custodial Services responsibilities will include, but not be limited to the following:

1. Lead, organize, manage, and supervise all custodial & maintenance operations of the district in compliance with all applicable Federal, State, and local laws and regulations, insurance carrier requirements, and Board of Education policies and procedures.
2. Develop and implement a Custodial Services & PM Plan for each building that outlines the tasks of and expectations for custodial & maintenance employees, indicating a detailed daily and periodic schedule for cleaning and repairs of facilities. Establish and implement an effective summer and non-school day program of specialized cleaning and repairs.
3. Supervise all custodial & maintenance employees in the schools, using district and contractual procedures. Determine personnel needs, recruit, recommend, and evaluate all approved maintenance & custodial staff. Recommend the continued employment, discipline, or dismissal of all assigned personnel.
4. Develop and supervise work and vacation schedules for all personnel, including substitutes.
5. Respond immediately to emergency situations and provide appropriate customer services.
6. Monitor and approve time records of all assigned personnel, and approve all overtime using established procedures for reasonableness and necessity and budgets.
7. Maintain inventory control and distribution systems for custodial supplies that ensure efficient, cost effective, and appropriate use of custodial cleaning supplies.
8. Establish and implement a regular program of safety, accident prevention, health maintenance, and effective procedures, including the safe and proper use of equipment and materials, identification and prevention of hazards, air quality controls, Right to Know programs, and prevention of accidents and injuries. Work cooperatively with community and State agencies, including the police, fire, emergency and health departments, to ensure that high standards of health, sanitation, and safety are maintained throughout all of the district's facilities and grounds.
9. Provide a regular program of custodial staff development to promote cleanliness, efficiency, effective procedures, communication skills, work attitudes, and ethics. Provide orientation and training for all new and substitute custodial employees.
10. Regularly inspect buildings, equipment, and grounds to meet all Federal, State, local and insurance carrier requirements, including the annual Department of Education NJQSAC Checklist. Ensure that high standards for cleanliness, attractiveness and

JOB DESCRIPTION

PATERSON **BOARD OF EDUCATION**

FACILITIES
4222 Cluster Supervisor
of Maintenance and Custodial Services
Page 4 of 6

safety are maintained. Recommend to the Supervisor of Maintenance, School Principal and the Executive Director of Facilities any improvements and operational efficiencies needed.

11. Analyze all custodial accidents and regularly search for patterns in injury reports in order to establish corrective procedures to reduce the potential for future accidents or hazards.
12. Establish and maintain a system of financial records controls and accounting procedures for custodial services in accordance with GAAP and applicable regulations, submitting all reports in a timely fashion. Correct immediately any audit exceptions.
13. Develop and recommend the Custodial Service Budget, and then administer the approved budget, completing all required documentation.
14. Ensure that coordinated services are provided and that guidelines for the division of responsibility for minor repairs and emergency repairs are established.
15. Maintain regular communication with the Chief Custodians and contract vendor.
16. Establish and administer schedules and procedures for the regular, ongoing custodial and maintenance care of all facilities assigned to sector.
17. Select and maintain an inventory of all supplies and equipment and assure such supplies and equipment are disseminated to sites to provide for the materials needs of staff.
18. Assist with the development and administration of an in-service training program for custodial maintenance staff.
19. Administer staff schedules and procedures assigned to district sites.
20. Supervise a program to enhance staff effectiveness.
21. Establish guidelines for the division of responsibility for minor facility repairs, including emergency projects and snow removal.
22. Inspect and maintain fire alarm systems and fire extinguishers on a regular scheduled basis.
23. Inspect each site on a regular basis and confer with administrators regarding custodial and maintenance services.
24. Communicate regularly with the Executive Director of Facilities, Director of Facilities, principals and the appropriate staff about the needs, regulations and procedures for the effective operation of custodial programs of the schools.
25. Maintain in safe working condition and operate in safe manner electronic and other equipment needed to carry out job functions and responsibilities.

JOB DESCRIPTION

____ PATERSON ____ BOARD OF EDUCATION

FACILITIES
4222 Cluster Supervisor
of Maintenance and Custodial Services
Page 5 of 6]

26. Maintain effective communications with students, staff and parents to elicit support and to seek perceptions and ideas to improve the custodial services for the schools.
27. Research and make recommendations for improvement in the effectiveness and efficiency of the cleaning services so that attractive, healthy, and safe facilities are provided.
28. Attend required meetings and serve, as appropriate on staff committees.
29. Notify and assist the administration and appropriate emergency personnel with any emergency, and potentially dangerous or unusual situations, following Policy Regulation 8441, Care of Ill and injured Pupils.
30. Understand and communicate current developments in custodial & maintenance services through reading, participation in appropriate workshops or meetings, and active involvement in professional organizations.
31. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and effective work ethic.
32. Use computers and/or electronic equipment to fulfill job functions.
33. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
34. Participate in appropriate in-service and workshop programs and attend any required meetings.
35. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
36. Adhere to New Jersey School Law, State Board of Education rules and regulations, State and Local health agency requirements, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
37. Perform any duties and responsibilities that are within the scope of employment, as assigned by The Executive Director of Facilities, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

JOB DESCRIPTION

_____ PATERSON _____ BOARD OF EDUCATION

FACILITIES
4222 Cluster Supervisor
of Maintenance and Custodial Services
Page 6 of 6

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

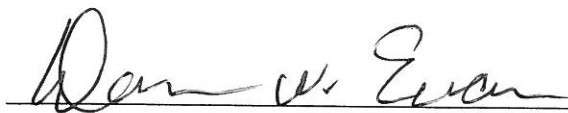
ENVIRONMENTAL DEMANDS:

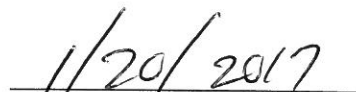
The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION

The Executive Director of Facilities shall evaluate the Cluster Supervisor of Maintenance and Custodial Services in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.


Approved


Date