

ROSELAND SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: **SUPERVISOR OF BUILDINGS AND GROUNDS**

QUALIFICATIONS:

1. Will possess a Certified Educational Facilities Manager Certificate from an accredited college
2. Fireman's Black Seal License
3. Strong interpersonal and communication skills
4. Post-secondary training related to professional responsibilities
5. Demonstrate knowledge of architecture, school construction, engineering, plant operation, maintenance and management, and school safety
6. Experience in project estimation of labor and supply needs and ability to supervise and coordinate the activities of department staff
7. Experience in budget development for district/plant operations
8. Knowledge of computer applications
9. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status

REPORTS TO: School Business Administrator/Board Secretary

SUPERVISES:

1. Maintenance and grounds-keeping personnel
2. Participates with building principals in supervision of custodians.
3. Outside contractors

JOB GOAL: To provide students and staff with a physical environment that is clean, safe and efficiently operated.

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district, office facilities and grounds.
2. Establishes appropriate maintenance, grounds-keeping, security and custodian requirements for the school building.
3. Directs the maintenance of all building and grounds as to cleanliness and safety.
4. Assists in recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of custodial, maintenance and grounds personnel.
5. Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.

PERFORMANCE RESPONSIBILITIES: - (continued)

6. Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district.
7. Organizes, implements and carries out a program of preventive maintenance.
8. Establishes guidelines for the division of responsibility for minor in-school repairs and emergency repairs.
9. Keeps abreast of new work methods, procedures and equipment.
10. Ensures that standards consistent with all applicable local, state and federal laws are maintained.
11. Reports the general condition of the building and grounds along with recommendations and cost estimates for corrective action.
12. Supervises and inspects the work performed by outside contractors and verifies that the terms of all such contracts have been fulfilled.
13. Assumes responsibility for Right-to-Know record keeping, employee training, designated person for AHERA, Public Agency Compliance Officer (PACO) and coordinates Hepatitis B Vaccine eligibility.
14. Directs the preparation of playing fields, grounds and other necessary facilities for athletics and other school activities.
15. Maintains such records as are required by Board policy or law.
16. Interprets and enforces Board policies regarding school maintenance, safety and security procedures.
17. Serves as the head custodian for the building and evaluates all custodial staff.
18. Performs other duties as may be assigned by the Building Principal, Assistant Superintendent, and Superintendent of Schools.

It is not the intent of this description to cover all of the duties and responsibilities of this position. However, it lists most of the important areas and is intended to convey a general understanding of the assignment.

TERMS OF**EMPLOYMENT:**

12 Months, 1.0 FTE, Full Benefits
Salary to be determined by the Board

EVALUATION:

Performance of this job will be evaluated annually by the School Business Administrator/Board Secretary in accordance with state law and Board policy.

APPROVED: August 24, 2016