

SUPERVISOR OF BUILDINGS AND GROUNDS

Qualifications:

1. Valid New Jersey Educational Manager Certificate\* and Fireman's Black Seal License  
*(\* Effective 9/1/02, employment in the position of buildings and grounds supervisor requires certification as an educational facilities manager. Exemptions apply to individuals who have served as a buildings and grounds supervisor continuously for the five years prior to 9/1/92 or a code enforcement official licensed by the department of community affairs and employed by a district as a building and grounds supervisor on the effective date of the statute. A vacancy in the position may be filled on an interim basis by a noncertified individual for a period not to exceed two years from the date of the vacancy. (N.J.S.A. 18A:17-49)*
2. Minimum experience, as determined by Board of Education
3. Ability to supervise and coordinate the activities of department staff
4. Demonstrated knowledge of architecture, school construction, engineering, plant operation, maintenance, and management, and school safety
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

Reports to: School Business Administrator

Job Goal:

To provide students and staff with a physical environment that is healthy, safe, and efficiently operated.

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. Plans and implements a program of required preventive maintenance for each school and reports these activities in an annual comprehensive maintenance plan.
3. Establishes appropriate maintenance, grounds keeping, security, and custodial requirements for each school building and installation.
4. Directs maintenance of all buildings and grounds.
5. Assumes responsibility for the implementation of the district's school integrated pest management policy, as required by statute. Provides proper notification of pesticide applications, maintains required records, and responds to inquiries regarding the pest management program.
6. Recruits, screens, recommends for hiring, assigns, and supervises all custodial, maintenance, and grounds keeping staff.
7. Determines and establishes detailed specifications pertaining to supplies, materials, equipment, and local contract work.

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8. Recommends for purchase necessary equipment and supplies and maintains an inventory of them.
9. Maintains schedules for work for each individual building and ensures that proper supplies are on hand in each building.
10. Establishes and supervises summer cleaning programs and schedules.
11. Established guidelines for the division of responsibility for minor in-school repairs and emergency repairs.
12. Keeps abreast of new work methods, procedures and equipment.
13. Ensures that standards consistent with all applicable local, State, and Federal laws are maintained.
14. Inspects all school buildings, grounds, and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained.
15. Organizes and implements an orientation program on proper operation and maintenance of school facilities for departmental personnel.
16. Assumes responsibility for Right-to-Know data practices, procedures and record-keeping under the direction of the school business administrator.
17. Ensures proper maintenance and operation of department equipment, including motorized vehicles, tools, and machinery.
18. Inspects and maintains fire alarm systems and fire extinguishers on a regularly scheduled basis.
19. Prepares and administers the budget for maintenance, grounds, security, and custodial supplies and equipment.
20. 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.
21. Directs the preparation of playing fields, grounds, and other necessary facilities for athletics and other school activities.
22. Confers with school principals, landscape architects and other parties in making plans for landscaping, planning, and maintenance of various school grounds.

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23. Maintains all records that are required by Board Policy, statute, or administrative code.

24. Interprets and enforces Board Policies regarding school maintenance, safety, and security procedures.

Terms of Employment: Work year and 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 certified staff.

N.J.S.A.: 13:1F-19 et seq., 18A:6-7.1, -10, 18A:7F, 16-2, 17-49 through 52, 27-4, 34:5A-1 et seq.

N.J.A.C.: 6:3-4A.4, 6:24, 6A:16-1.3 and 3.1, 6A: 26, -12, -12.4, -16.1, 12:100-4.2

Adopted: October 21, 2008

Re-adopted January 10, 2013