

**Bridgeton Public Schools**  
**Job Description**  
**Revised**

**POSITION:**                      **Supervisor of Buildings and Grounds**

**QUALIFICATIONS:**

1. As determined by New Jersey state certification requirements and the Bridgeton Board of Education
2. High School Diploma or GED
3. Supervisor of Buildings and Grounds Certification
4. Black Seal License Required.
5. Minimum five (5) years experience
6. Integrated Pest Management Certificate
7. Knowledge of AHERA
8. Valid NJ Drivers' License
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien Status.

**REPORTS TO:**                      School Business Administrator

**JOB GOAL:**                      Responsible for the cleaning and maintenance of buildings and grounds for the entire district; does related work as required.

**PERFORMANCE RESPONSIBILITIES:**

1. Organizes, schedules, directs, and supervises the work of the custodial and **maintenance** staff so that it can most efficiently perform its task without interfering with the educational program during the actual school year, subject to approval by either the building principal or the Superintendent of Schools.
2. Oversees the preparation and maintenance of all athletic and intramural practice and playing fields including fertilizing, seeding, lining, watering and mowing as needed.
3. Organizes, coordinates, directs and supervises the custodial and **maintenance** staff during the school vacation periods and during the summer shut down period so that the custodians and **maintenance** may be used as a maintenance and repair staff, in addition to their normal custodial and **maintenance** duties.
4. Develops work plans for cleaning and maintenance work and develops effective work methods.
5. Keeps accurate running inventories of custodial and ground supplies and equipment.
6. Accepts deliveries of school supplies and equipment; prepares all clerical records required; prepares budget needs for custodial, grounds, and

- maintenance supplies and equipment; approves requisitions for all related supplies.
7. Directs the custodial and **maintenance** staff in snow removal during snow emergencies.
  8. Will be present during plan inspections by board members, administrative staff, medical staff and state officials.
  9. Checks in with the building principals daily to go over building concerns and/or needs and provides a monthly report of work completed and open jobs.
  10. Assists in the training of personnel and their selections.
  11. Develops and updates the 5-year maintenance plan and state-mandates forms.
  12. Responds to emergency maintenance calls.
  13. Acts as district coordinator for integrated pest management.
  14. Works with outside vendors when necessary.
  15. Is responsible for ensuring compliance with all State and Federal codes related to buildings, grounds, and air quality.
  16. Actively participates in the accident prevention committee.
  17. Is required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office or related units.
  18. Perform other duties that fall within his professional competencies when directed by the School Business Administrator.
  19. Provide administrative and technical direction and supervision of the custodial and **maintenance** department in assigning and completing work assignments.
  20. **Prepares and implements the maintenance plan and operations.**

**TERM OF EMPLOYMENT:**

12 Months. Salary to be determined by the Board of Education.

**EVALUATION:**

Performance will be evaluated in accordance with Board policies and procedures on the evaluation of professional staff.

**NMS/et/II**

4-22-09

**11-29-16**

**4-3-23- II**