

CLIFFSIDE PARK SCHOOL DISTRICT

Job Description

TITLE: BUILDINGS AND GROUNDS SUPERVISOR

**HOURS: 8:00 A.M. TO 4:00 P.M.
12 MONTH POSITION**

**REPORTS TO: BUSINESS ADMINISTRATOR AND
SUPERINTENDENT OF SCHOOLS**

CERTIFICATION: EDUCATIONAL FACILITIES MANAGER

QUALIFICATIONS:

1. Three years experience, preferably in a school district environment, in the supervision of buildings and grounds maintenance; or any combination of training, education and experience which provides the following knowledge, skills and abilities:

- **Considerable knowledge of current and topical problems, procedures and methods used in managing buildings and grounds maintenance**
- **Considerable knowledge of the approved materials needed and of the routine procedures and methods effective in maintaining buildings and grounds**
- **Ability to select, direct and supervise a group of employees; to assign work and check on its progress and completion**
- **Ability to establish and maintain effective working relationships with administrators, principals, employees and suppliers**
- **Possess a “Certified Educational Facilities Manager” Certificate**
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2. Such alternative or additional qualifications as the Board of Education may deem appropriate.

JOB GOAL:

Performs administrative and supervisory duties relating to the structural, mechanical and physical maintenance and repair of public school facilities and who consults with contractors and school district officials to ensure proper compliance and administration of the various laws, regulations technical practices, operations and management techniques with regard to the maintenance and repair of public school facilities or assists in planning organizing and directing all undertakings relating to the structural, mechanical and physical maintenance and repair of public school facilities.

PERSONAL EVALUATION:

The Supervisor of Buildings and Grounds shall be evaluated in writing at least once each year by the Superintendent of Schools. The evaluation shall be based in part on the Supervisor of Buildings and Grounds' performance of the responsibilities identified in this position description.

PERFORMANCE RESPONSIBILITIES:

A. Plant Planning and Construction

- **Assists in short-range and long-range district-wide planning and budgeting for plant facilities**
- **Keeps current records on all district properties in an organized and accessible manner**
- **Maintains liaison with both municipalities, the county and the state on all school construction problems**
- **Plans for and supervises all construction, alteration and replacement of buildings and building equipment**
- **Prepares plans and specifications within the scope of appropriate licensors/certification and recommends and supervises appropriate architectural or engineering services when required**
- **Recommends the use of contractors when required**
- **Attends all job site meetings during construction**
- **Maintains current knowledge base regarding state and other regulatory body requirements for school properties.**

B. Plant Operation and Maintenance

- **Plans and supervises the maintenance program for all buildings and grounds**
- **Assures the operational efficiency of all building equipment, such as heating, ventilating and lighting**
- **Makes progress reports on construction and maintenance projects performed by district personnel and contractors**
- **Makes studies and submits estimates on costs for all construction and repairs under consideration**
- **Prepares specifications for purchases and for services rendered by contractors**

B. Plant Operation and Maintenance continued:

- **Assures compliance with federal, state and municipal codes regarding buildings and grounds operations**
- **Organizes and supervises an effective preventative maintenance program for all building operations**
- **Perform the duties and responsibilities that may be assigned by the superintendent.**

6/11/2009