

**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT
JOB DESCRIPTION MANUAL**

BUILDING SERVICES PERSONNEL

SUPERVISOR OF BUILDINGS AND GROUNDS

QUALIFICATIONS:

1. Possess high school diploma and/or Associates Degree/other professional training.
2. Has previous experience as a grounds person and supervisor in the file of building maintenance and/or construction/or in a related field of employment.
3. Computer literate with extensive knowledge in Computerized Maintenance Management Systems (School Dude, et al).
4. Holds a valid New Jersey driver's license for Board of Education vehicles.
5. Coordinates maintenance and repairs of all maintenance and grounds equipment.
6. Is able to meet the physical demands of the position including, but not limited to, being able to lift a minimum of 75 pounds.
7. Holds a current state of New Jersey Black Seal Low Pressure Boiler License.
8. Demonstrates aptitude for coordinating all maintenance and grounds activities.
9. Demonstrated leadership capability.
10. Strong interpersonal and communications skills.
11. Required onboarding prerequisites including, but not limited to, successfully completing required criminal history background check; proof of U.S. citizenship or legal resident alien status; and current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

REPORTS TO: School Business Administrator / Board Secretary

JOB GOAL: To lead, direct and supervise buildings and grounds maintenance and custodial personnel in the upkeep, care, repair and operation of the school plant so that full educational use of the school plant is available at all times.

SCOPE OF RESPONSIBILITIES:

1. Work Performance/Work Traits

- a. Addresses maintenance and custodial issues when encountered, reports issues to appropriate staff, and offers excellent solutions.
- b. Coordinates with RFH Leadership Team to effectively problem-solve issues, to develop solutions related to Buildings and Grounds, and to provide timely follow-up to all maintenance-related and cleanliness-related concerns at RFH.
- c. Coordinates the assignment of daily work tasks for buildings and grounds personnel in accordance with the School Business Administrator/Board Secretary or designee.
- d. Identifies and addresses buildings and grounds priorities.
- e. Proactively looks for ways to extend the useful life of buildings, grounds and equipment.
- f. Proactively looks for ways to increase energy efficiency and to help the environment.
- g. Ensures the overall cleanliness, orderliness and safety of RFH Buildings and Grounds.
- h. Takes a proactive lead role with the RFH Referendum, coordinating with Architects, Board Members, and Leadership Staff.
- i. Recognizes that building maintenance contributes to the physical and financial well-being of RFH.
- j. Manages a rotating overtime-schedule for the grounds and maintenance department and certifies overtime records.
- k. Plans for and oversees maintenance of all school grounds and facilities.

- l. Performs grounds and maintenance department tasks as necessary and as assigned.
- m. Provides quality control for department projects.
- n. Demonstrates understanding that school building maintenance affects building appearance, equipment operation, student and staff health, student learning, and also impacts the tax-paying members of the RFH community at large.
- o. Assists in the development and implementation of a district-wide long range facilities improvement program for grounds and maintenance, as well as a district-wide recycling program.
- p. Effectively coordinates building maintenance and all custodial activities throughout the RFH School Campus.
- q. Works closely with Maintenance and Custodial Staff, demanding appropriate implementation and evaluation of building cleanliness, safety and maintenance plans.
- r. Requests the purchase of supplies and equipment as needed.
- s. Maintains inventory control of supplies and equipment as needed.
- t. Prepares, submits and files state and federal reports, as required.
- u. Participates in interviewing all grounds, building custodial and maintenance applicants and makes recommendations about the candidates to the School Business Administrator/Board Secretary or designee.
- v. Contributes to Long Range Facilities Planning to include identification of necessary projects and coordination with School Business Administrator to identify funding sources.
- w. Contributes information for the preparation of the annual budget of the district's grounds and maintenance operation then requests the purchase of supplies, equipment and materials as required and as provided for in the budget.

2. School and Community Relations

- a. Cooperates and shares professionally with other members of the staff.
- b. Keeps the School Business Administrator or designee informed about the activities and accomplishments of the maintenance and grounds staff.
- c. Attends and contributes to monthly Building and Grounds meetings.

3. Professional Improvement

- a. Participates in staff development opportunities to enhance job-related skills and knowledge.
- b. Assists in the training of personnel of the Maintenance and Grounds Department.

4. Other Assigned Tasks

Performs such other tasks and assumes such other duties as may be assigned by the Superintendent of Schools, the School Business Administrator/School Board Secretary or his/her designee.

TERMS OF EMPLOYMENT: 12-MONTH Year – NON-ALIGNED. Salary to be established between the Rumson-Fair Haven Board of Education and the non-aligned employee.

EVALUATION: Performance of the job will be evaluated annually in accordance with New Jersey State law and the provisions of the Board's policy on evaluations of non-certificated staff.

APPROVED BY RUMSON-FAIR HAVEN BOARD OF EDUCATION: March 28, 2022