

School District of the Chathams



**259 Lafayette Avenue
Chatham, New Jersey 07928**

JOB DESCRIPTION

Assistant Buildings and Grounds Supervisor

QUALIFICATIONS

- Educational Facilities Manager Certificate and Fireman's Black Seal License.
- Minimum experience as determined by the board
- Ability to supervise and coordinate the activities of department staff.
- Demonstrated knowledge of architecture, school construction, engineering, plant operation, maintenance and management and school safety.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status, meets NJ Residency requirements.
- Required physical examination, meeting standards outlined in the District Physical Examination Form.

REPORTING STRUCTURE

- Building & Grounds Supervisor and School Business Administrator

OVERSIGHT

- Assists in supervising all custodial, maintenance and groundskeeping staff.

JOB GOAL

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

PERFORMANCE RESPONSIBILITIES

- Under the direction of the Buildings & Grounds supervisor, assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district's schools, office facilities and grounds.
- Assists with the implementation of the program of required preventive maintenance for each school and reports these activities in an annual comprehensive maintenance plan.
- Assists in supervising all custodial, maintenance and groundskeeping staff.

- Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.
- Recommends for purchase necessary equipment and supplies and maintains an inventory of them.
- Assists in the scheduling of work for each individual building and ensures that proper supplies are on hand in each building.
- Assist in following guidelines for the division of responsibility for minor in-school repairs and emergency repairs.
- Keeps abreast of new work methods, procedures and equipment.
- Ensures that standards consistent with all applicable local, state and federal laws are maintained.
- Assists in inspecting all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
- Assists with organization and implementation of programs on proper operation and maintenance of school facilities for departmental personnel.
- Ensures proper maintenance and operation of department equipment, including motorized vehicles, tools and machinery.
- Directs the preparation of playing fields, grounds and other necessary facilities for athletics and other school activities.
- Interprets and enforces board policies regarding school maintenance, safety and security procedures.
- As per the employment agreement, any classes require prior approval of the Superintendent. If prior approval is not received the district will not be responsible for any tuition, fees, and/or stipends.
- Performs other duties as assigned for the efficient operation of the school district to increase the effectiveness and reduce costs to the ultimate benefit of the district.

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, administrative code and the provisions of the board's policy on evaluation

Job Description adopted by the School District of the Chathams □ Chatham, New Jersey

Adopted: [01/13/2020]