

SUPERVISOR BUILDINGS & GROUNDS/ TRANSPORTATION

QUALIFICATIONS:

- High School Diploma required
- Three (3) years' experience, preferably in a school district environment, in the supervision of buildings and grounds; maintenance, custodians and transportation
- Training, education and experience which provides knowledge, skills and abilities needed for the position
- Knowledge of current and topical problems, procedures and methods used in managing buildings and grounds, maintenance, custodians and transportation
- Knowledge of state laws and regulations governing buildings and grounds and school bus operations
- Knowledge of the buildings and grounds and transportation processes and the roles it relates to those processes
- Knowledge in computerized systems for work orders, transportation, communication and data systems
- Ability to keep necessary records in an organized and accessible manner
- Ability to establish and maintain effective working relationships with administrators, principals, staff and outside vendors
- Ability to select, direct and supervisor staff
- Assign work and check on its progress and evaluate its completion
- Required criminal background check and proof of U.S. citizenship or legal alien status
- Meet New Jersey residency requirements
- New Jersey Commercial Driver's License "P"/ "S" endorsement preferred
- Read, write, speak, understand and communicate in English sufficiently to perform the duties of the position

REPORTS TO:

Superintendent and/or School Business Administrator/Board Secretary

JOB GOAL:

The Supervisor of Buildings and Grounds/Transportation is responsible for all aspects of plant operations, maintenance, custodians and transportation. Responsible for developing and managing all district buildings, repairs, custodians and transportation and supervision of the respective staff

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises the maintenance program for all facilities and grounds
- Assures the operational efficiency of all facilities equipment, such as heating, ventilation, lighting, electrical, plumbing, etc.
- Assures the operational efficiency of school busses
- Ordering of supplies for maintenance and custodial services
- Progress reports on maintenance projects performed by district personnel and contractors
- Submits estimates/proposals for the cost of repairs and maintenance
- Prepares specifications/proposals for purchases and services to be rendered by contractors
- Develops a transportation program to meet all requirements of the daily instructional program and extracurricular activities
- Cooperates with administrators in resolving discipline problems occurring on school busses
- Assures compliance with regulations/statutes and policies regarding facilities, maintenance and transportation
- Organizes an effective maintenance program for school owned facilities, equipment and busses
- Maintains and updates inventory of all maintenance, custodial and transportation supplies and equipment
- Completes and submits all reports required by the State and Federal governments and Board of Education
- Supervises, directs and evaluates the performance of maintenance, custodial and transportation personnel in accordance with board policy
- Evaluates the performance and effectiveness of contractors
- Ensures all maintenance, custodial and transportation personnel are regularly trained in the latest technology, safety and regulatory agency procedures
- Monitors the time records of maintenance, custodial and transportation and certifies the payment for payroll
- Performs any other duties and responsibilities to the office or as may be assigned by the Superintendent and/or School Business administrator/Board Secretary

TERMS OF EMPLOYMENT:

Twelve (12) month – salary and benefits as determined by the Board of Education

EVALUATION:

Performance of this supervisor will be evaluated annually in accordance with the Board's policy on evaluation of non-certified staff

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 of central management staff.

APPROVED BY: Board of Education

DATE: 3/23/23