

**EAST RUTHERFORD PUBLIC SCHOOLS**  
**East Rutherford, NJ 07073**

**Job Description**

**TITLE:**                   **PART-TIME CUSTODIAL/MAINTENANCE COORDINATOR**

**REPORTS TO:**       School Business Administrator/Board Secretary

**SUPERVISES:**       All custodial, maintenance and grounds staff

**QUALIFICATIONS:**

1. High school graduate or college preferred.
2. Experience in custodial functions.
3. Ability to supervise and coordinate the activities of department staff.
4. Demonstrated knowledge of school construction, plant operation, maintenance and management, and school safety procedures.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**DUTIES AND RESPONSIBILITIES:**

1. Assumes responsibility of the verification for custodial job duties through checklists.
2. Plans and implements a program of required preventive maintenance for each school and reports these activities in an annual comprehensive maintenance plan.
3. Establishes appropriate maintenance, groundskeeping, security and custodial requirements for each school building and installations.
4. Directs the maintenance of all buildings and grounds.
5. Assumes responsibility for the implementation of the district's school integrated pest management policy as required by statute. Provides proper notification of pesticide applications, maintains required records, and responds to inquiries regarding the pest management program.
6. Recruits, screens, recommends for hiring, assigns and supervises all custodial and maintenance staff.
7. Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contractor work.
8. Recommends for purchase necessary equipment and supplies and maintains an inventory of them.
9. Maintains schedules of work for each individual building and ensures that proper supplies are on hand in each building.
10. Establishes and supervises summer cleaning programs and schedules under the direction of the S.B.A.
11. Establishes guidelines for the division of responsibility for minor-in-school repairs and emergency repairs.
12. Keeps abreast of new work methods, procedures and equipment.
13. Ensures that standards consistent with all applicable local, state and federal laws are maintained.

14. Inspects all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
15. Organizes and implements an orientation program on proper operation and maintenance of school facilities for department personnel.
16. Assumes responsibility for Right-to-Know data practices, procedures and record-keeping under the direction of the school business administrator.
17. Ensures proper maintenance and operation of department equipment, including motorized vehicles, tools and machinery.
18. Inspects and maintains fire alarm systems and fire extinguishers on a regularly scheduled basis.
19. Prepares and administers the budget for maintenance, grounds, security and custodial supplies and equipment under the direction of the S.B.A.
20. Supervises and inspects the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before recommending final payments.
21. Directs the preparation of playing fields, grounds, and other necessary facilities for athletics and other school activities.
22. Confers with school principals, landscape architects and other parties in making plans for maintenance of various school grounds.
23. Maintains all records that are required by board policy, statute or administrated code under direction of the S.B.A.
24. Interprets and enforces board policies regarding school maintenance, safety and security procedures.
25. Assumes responsibility for arranging for sufficient building coverage, including the contracting of necessary substitutes.
26. Performs other relevant duties as assigned by the Business Administrator.

**TERMS OF EMPLOYMENT:**

Salary, terms and conditions and work year to be determined by the Board of Education.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board of Education's Policy on evaluation of non-certificated personnel.

**APPROVED:** 5-28-2015

Legal References:

N.J.S.A. 18A:6-7.1 through 7.5 Criminal history record  
 N.J.S.A. 18A:16-1 Officers and employees in general  
 N.J.S.A. 18A:16-2 Physical examinations; requirements  
 N.J.A.C. 6:3-4A Requirements of physical examinations  
 Immigration and Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.