

TITLE: OPERATIONS AND MAINTENANCE SUPERVISOR

QUALIFICATIONS:

1. Educational Facilities Manager Certificate and Fireman's Black Seal License
2. Minimum experience as determined by the board
3. Ability to supervise and coordinate the activities of department staff
4. Demonstrated knowledge of plant operation, maintenance and management, and school safety
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: School Business Administrator

SUPERVISES: All custodial, maintenance and grounds keeping staff.

JOB GOAL:

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

PERFORMANCE RESPONSIBILITIES:

Planning and Scheduling of Maintenance

1. Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district's schools, office facilities and grounds.
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, grounds keeping, security and custodial requirements for each school building and installation.
4. Directs the maintenance of all buildings and grounds.
5. Maintains schedules of work for each individual building and ensures that proper supplies are on hand in each building.
6. Establishes and supervises summer cleaning programs and schedules.
7. Ensures proper maintenance and operation of department equipment, including motorized vehicles, tools and machinery.
8. Directs the preparation of playing fields, grounds and other necessary facilities for athletics and other school activities.

Environmental and Health Responsibilities

1. Assumes responsibility for the implementation of the district's school integrated pest management policy as required by statute
2. Provides proper notification of pesticide applications, maintains required records, and responds to inquiries regarding the pest management program.
3. Assumes responsibility for Right-to-Know data practices, procedures and record-keeping under the direction of the school business administrator.

MENDHAM BOROUGH SCHOOL DISTRICT

OPERATIONS AND MAINTENANCE SUPERVISOR (continued)

B-5

Hiring and Work Assignments

1. Recruits, screens, recommends for hiring, assigns and supervises all custodial, maintenance and grounds keeping staff.
2. Assigns staff to work locations and maintains a schedule of tasks for workers.
3. Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.

Purchasing

1. Recommends for purchase necessary equipment and supplies and maintains an inventory of them.
2. Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.

Building Guidelines, Regulations and Training

1. Establishes guidelines for the division of responsibility for minor in-school repairs and emergency repairs.
2. Keeps abreast of new work methods, procedures and equipment.
3. Ensures that standards consistent with all applicable local, state and federal laws are maintained.
4. Organizes and implements an orientation program on proper operation and maintenance of school facilities for departmental personnel.
5. Attends training sessions or assigns appropriate staff to obtain necessary instruction.

Inspections

1. Inspects all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
2. Inspects and maintains fire alarm systems and fire extinguishers on a regularly scheduled basis.

Budgeting

1. Prepares and administers the budget for maintenance, grounds, security and custodial supplies and equipment.
2. 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 authorizing final payments.
3. Confers with school principals, landscape architects and other parties in budgeting and making plans for landscaping, planning and maintenance of various school grounds.

Record-Keeping and Implementation of Policy

1. Maintains all records that are required by board policy, statute or administrative code.
2. Interprets and enforces board policies regarding school maintenance, safety and security procedures.

Miscellaneous Provisions

Performs such other duties as may be prescribed by law or assigned by the superintendent or the business administrator.

MENDHAM BOROUGH SCHOOL DISTRICT

OPERATIONS AND MAINTENANCE SUPERVISOR (continued)

B-5

TERMS OF

EMPLOYMENT: Work year and salary to be determined by the board.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Mendham Borough Board of Education

Date: April 28, 2015

LEGAL REFERENCES:

N.J.A.C. 5:11-8.5

Licensing of operating engineers and boiler operators

N.J.A.C. 6A:26

Educational facilities

See particularly:

N.J.A.C. 6A:26-12

Operation and maintenance of facilities

N.J.A.C. 6A:26-16.1

Certified educational facilities manager

N.J.A.C. 6A:26A

Comprehensive maintenance plans

N.J.S.A. 18A:17-

Definitions relative to public school facilities

49 through -52

Bloodborne Pathogen Standard, 29 CFR 1910.1030

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.