

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

- TITLE:** Operations Manager - Buildings and Grounds
- REPORTS TO:** Business Administrator/Supervisor of Buildings and Grounds
- QUALIFICATIONS:**
1. High School Diploma
 2. Minimum 5 years maintenance experience in public schools
 3. Collegial/collaborative interactive style
 4. General professionalism
 5. Required criminal background check and proof of U.S. citizenship or resident alien status
- JOB GOAL:** To assist the Supervisor of Buildings and Grounds with the supervision and scheduling of custodial and maintenance staff, as well as with the general operation of the Buildings and Grounds Department.

PERFORMANCE RESPONSIBILITIES:

1. Assist with work assignments and work preparation schedules for custodians and maintenance.
2. Assist with the supervision of buildings and grounds cleaning and landscaping.
3. Assist with the development of procedures, programs, schedules, and priorities related to work to be performed.
4. Assist with the training and instruction for employees regarding proper housekeeping methods and procedures.
5. Assist with the training and instruction for employees regarding the proper use of various machines and general work safety.
6. Assist in the inspection of completed work for quality and completeness.
7. Assist with accident investigations and complete accident reports for job related injuries.
8. Supervise work crews in the absence of the Supervisor of Buildings and Grounds.
9. Provide recommendation to promote and discharge staff as per contract.
10. Assist with the testing of new cleaning methods, products, and equipment.
11. Submit appropriate reports to Business Administrator and Supervisor of Buildings and Grounds as necessary.
12. Assist with Contractor interactions and supervision of Contractor jobs.
13. Meet with Business Administrator, Assistant Business Administrator, Supervisor of Buildings and Grounds, School Administration and school personnel to ensure that service responsibilities are being met.
14. Perform such other duties as may be assigned.

Adopted: June 14, 2018

JD/Buildings and Grounds