

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**TITLE:** Supervisor – Buildings & Grounds

**REPORTS TO:** Business Administrator

**QUALIFICATIONS:** Educational Facilities Manager Certification  
Fireman's Black Seal License  
Post-secondary training related to professional responsibilities  
Demonstrated knowledge of architecture, school construction, engineering, plant operation, maintenance and management, and school safety  
Experience in project estimation of labor and supply needs and ability to supervise and coordinate the activities of department staff  
Required criminal background check and proof of US citizenship or legal resident alien status

**JOB GOAL:** To be responsible for the management, planning, supervising and inspectional activities related to the maintenance of all school buildings, grounds and equipment.

**SUPERVISES:** Maintenance and Custodial Staff

### **PERFORMANCE RESPONSIBILITIES:**

1. Plans and schedules all maintenance and grounds work.
2. Trains and supervises custodial staff.
3. Establishes and maintains a program of preventive maintenance.
4. Conducts periodic inspections of all school facilities in cooperation with the administrative and custodial personnel of the buildings.
5. Advises building principals regarding maintenance and operational problems.
6. Establishes and implements procedures for securing, storing and distributing custodial and maintenance supplies and materials.
7. Organizes and conducts programs for staff personnel recruitment, accounting, assignment, supervision, evaluation and professional growth, including employment and dismissal of maintenance and custodial personnel.

Supervisor – Buildings & Grounds (continued)

8. Prepares and submits recommendations for the long-range and short-range maintenance of all school plant facilities.
9. Prepares estimates for maintenance jobs and budget operation areas.
10. Prepares written specifications for bidding contracted work.
11. Develops and maintains procedures for the inventory and service of maintenance equipment.
12. Develops procedures and maintains current files of maintenance records.
13. Assists in the preparation of plans and specifications for all alterations, additions and improvements to the school plant and prepares progress reports as required.
14. Recommends and supervises approved systems and procedures for the protection and preservation of the district's property and equipment.
15. Serves as liaison to the District Safety Advisory Committee.
16. Inspects all contracted work and purchased equipment and, if satisfactory, approve for payment.
17. All other such duties which, from time to time, are assigned by the Business Administrator.

5/4/81

Approved: 5/12/09

Revised: 9/24/09

Revised: 4/12/18