

MONTCLAIR PUBLIC SCHOOLS
Montclair, New Jersey
Personnel Department

JOB DESCRIPTION

Position Title: **Director of Buildings and Grounds**

Qualifications:

1. Must possess a current Certified Educational Facilities Manager certificate (CEFM)
2. High school diploma required. A college degree preferred
3. Minimum of 5 years' experience in school plant maintenance and custodial operations, or an equivalent mix of maintenance and custodial experience of large corporate facilities including school maintenance experience.
4. Minimum of 5 years' experience in direct supervision of maintenance personnel.
5. General knowledge of construction, maintenance of heating, ventilation, air conditioning, electrical, plumbing and carpentry.
6. General knowledge of building codes, state and federal OSHA and environmental codes.
7. Experience in grounds care and maintenance.
8. Required criminal background check and proof of U.S. citizenship or legal alien status.
9. Meet New Jersey Residency Requirements.
10. Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Responsible to: School Business Administrator and/or Superintendent of Schools

Job Goal: The Buildings and Grounds Supervisor, working under the direction of the School Business Administrator/Board Secretary, is responsible for all aspects of plant operation and maintenance. In addition, the Buildings and Grounds Supervisor is responsible for developing and managing all district repair and renovation projects and supervising all custodial and maintenance personnel.

Performance Responsibilities:

1. Project management. Plans for, reviews and monitors all District operational and maintenance projects in conjunction with the Business Administrator
2. Budget and financial records. Maintains budget control for all operational and maintenance accounts under the auspices of the Business Administrator;
 - a. Plans for, reviews and monitors all district capital projects;
 - b. Prepares and submits to the Business Administrator a preliminary plant operations and maintenance budget.
3. Daily operations. Supervises the daily operations of the District through the Buildings and Grounds Supervisor with final responsibility to:

- a. Maintains work schedules for proper maintenance in individual buildings;
 - b. Directs the preparation of playing fields and grounds, and other necessary facilities for athletics and other school activities;
 - c. Oversees repairs, ensure that preventive maintenance and lubrication schedules are met;
 - d. Assists in monitoring outside contractors to ensure contracts are adhered to;
 - e. Implement preventive maintenance program to ensure safe operation of equipment;
 - f. Ensures maintenance schedules and Department of Motor Vehicles inspections are conducted on district vehicles;
 - g. Conducts periodic inspections of buildings.
4. Plans landscaping and grounds care to ensure effective and attractive schools.
 5. Recommends the hiring and/or termination of facilities staff.
 6. Ensures that custodial/maintenance personnel are regularly trained in the latest technology and safety procedures.
 7. Recommends to the Business Administrator any agenda item of personnel, bidding, or matters relating to plant operations, maintenance for the Board of Education approval.
 8. Supervises and oversees the improvement and renovation work performed by both in-house personnel and outside contractors, verifying that terms of all such contracts have been fulfilled before recommending final payment.
 9. Works with the Board's architectural and or engineering firms on capital projects and district initiatives.
 10. Assists with the NJ State Department of Education monitoring for facilities.
 11. Attends appropriate board committee and other meetings.
 12. Directly oversees district snow removal operations, notify radio/ police stations and advise the Superintendent of Schools on conditions.
 13. Assists in the preparation of the district's Long Range Facilities Plan.
 14. Conducts periodic inspections and tests of all installations in the school to ensure their safe condition, and makes repairs and improvements pursuant to code and to building permits properly issued by the local municipal government.
 15. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforced.
 16. Record keeping:
 - a. Completes custodial reports, building condition reports and other records as required;
 - b. Submits all necessary documentation to the Business Administrator relating to the State Department's QAAR report;
 - c. Inspects inventory and reviews recommendations to purchase supplies, tools, equipment, and fuel;
 - d. Analyzes preventative maintenance logs and other records as required.
 17. Any other duties assigned by the School Business Administrator and/or Superintendent of Schools.

Terms of Employment: 12 months as determined by the Board; salary and benefits as negotiated commensurate with qualifications and experience.

Evaluation: Performance on this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

The Montclair Public School District encourages people with disabilities, minorities, veterans and women to apply.

Applicants and employees will not be discriminated against on the basis of any legally protected category.
EEO/AA/Vet/Disability Employer

Established: 4/19/2017

BOE Approved: 5/3/2017