

# **JOB DESCRIPTION**

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## **MULLICA TOWNSHIP SCHOOL DISTRICT**



**Title:** Manager of Buildings, Grounds, and Custodial Services

### **Qualifications:**

1. Certified Educational Facilities Manager Certificate. If not certified, this must be obtained within 2 years of employment, as required by the State of New Jersey (N.J.S.A. 18A:17-49).
2. High school graduate or equivalent. College level course work preferred.
3. Black Seal License or course registration required. Other appropriate licenses as required.
4. Experience in personnel management in building maintenance, grounds upkeep and custodial services or related trades.
5. Experience and/or knowledge in maintenance, carpentry, electricity, HVAC, public water systems, plumbing, grounds care, security and custodial services.
6. Successfully completes required criminal history, proof of U.S. citizenship or legal resident status.

**Reports to:** School Business Administrator and Superintendent

**Job Expectation:** To provide managerial leadership as well as work with custodial, maintenance and grounds personnel, in the organization and delivery of services described within the performance responsibilities listed below.

### **Performance Responsibilities:**

1. Recommends annual goals for improvement in the given areas of responsibility.
2. Establish daily, weekly, monthly work schedules based upon priorities with approved budgetary limitations.
3. Inspects all buildings and grounds on a regular basis to determine that high standards of workmanship, cleanliness and safety are maintained.
4. Works in cooperation with district administrators and building principals in the delivery of all related services.
5. Works in cooperation with business office personnel in accountability of ordering supplies and equipment, vendor communication and other related detail.
6. Supervises security measures including employee entry codes, monitoring of facilities, equipment inventory and all assurances of theft and loss control on behalf of the Board of Education's investment in property.
7. Supervises compliance with all mandated facilities regulations including, but not limited to, radon testing, IPM, AHERA, playground safety and water/air quality.

*Board Approved: October 20, 2009*

*Revised February 24, 2016*

8. Coordinates all aspects of the districts building and grounds preventive safety program in cooperation with the School Business Administrator.
9. Appraises the nature of emergencies relating to building and grounds and initiates proper steps to bring emergency situations under control.
10. Assists in the evaluation of all assigned subordinate personnel.
11. Provides input to the School Business Administrator for the development of annual budgetary needs.
12. Develops an annual preventative maintenance schedule, and assures completion of all tasks.
13. Maintains an inventory system for district-owned equipment and tools as well as non-instructional supplies and equipment.
14. Schedules and supervises activities of all outside contracted maintenance services. (electrical, plumbing, painting, HVAC, fire safety, etc.).
15. Schedules personnel for all weekend and evening facilities use and monitors appropriate use of facilities in accordance with Board of Education policies and regulation.
16. Orders supplies and materials as needed within budgetary constraints and makes recommendations for purchase of supplies based upon observable need.
17. Attends appropriate administrative and Board of Education meetings for the purpose of enhanced communication and improvement of assigned services.
18. Performs other tasks the Superintendent of Schools and/or School Business Administrator from time to time may delegate or assign.

**Terms of Employment:** Twelve (12) month contract whereby duties shall be accomplished within an anticipated range of 40 hours per week.

**Salary:** Annual contractual salary determined by the Board of Education.

**Evaluation:** Job performance will be evaluated annually by the Superintendent of Schools and the School Business Administrator.