

DELRAN TOWNSHIP SCHOOL DISTRICT

Supervisor of Buildings and Grounds

Reports to: School Business Administrator

Job Goal: Administer district-wide maintenance, custodial and safety services. Help manage building renovations. Keep the School Business Administrator informed about emerging issues.

Performance Responsibilities:

Lead Custodians:

- Liaison between the building support staff and principals.
- Schedule work orders, monthly PMs, weekly and daily safety checks.
- Assign work orders, overtime and monitor their completion.
- Assume responsibility in emergencies, snow, security, etc.
- Respond to emergency calls after hours.
- Monitor housekeeping inspections and ensure that they are corrected in a timely Manner.

Utility Personnel:

- Assign work orders and follow up to ensure that they have been completed.
- Schedule day to day activity set up and take down.
- Assign employees to emergencies that occur within the district.
- Supervise and schedule snow removal in the district for four schools and Support Services.
- Constantly promote personal safety, safety procedures and a safe working environment.

District Contractors:

- Oversee and approve the use of contractors.
- Monitor PMs and sign off on completed work in the district.
- Schedule the necessary and health related work that creates a healthy working environment.

Safety Coordinator:

- Schedule monthly district required safety meetings.
- Provide solutions to issues and concerns that are presented at the safety meetings.
- Investigate accident claims that are filed throughout the district.
- Enforce the district policy and State law requirements.

IPM Pesticide Manager:

- IPM manager for the Intermediate, Millbridge Middle School and High School.
- Identify and monitor pest control.
- Pest prevention and control to maintain a healthy environment.

- Decide what non-chemical pest control will be routinely practiced.
- Conduct monthly inspection reports in all kitchen, cafeteria, faculty and janitorial closets.
- Evaluate and revise school IPM plan annually.
- Educate the staff and district on IPM pesticide requirements.
- Monitor McHugh Landscaping and Viking Exterminator to ensure they have complied with the State requirements.
- Fire and burglar alarm back up coverage daily 24 hours seven days a week.
- Program door entrance FOB for district through the Keri computer security system.
- Maintain FOB records and replace lost FOBS.

Manage Cleaning Service Contract:

- Schedule overtime for activity coverage to the district.
- Monitor and address routine cleaning issues within the district.
- Schedule heavy cleaning throughout the district and confirm they are satisfactorily completed.
- Ensure the district contract is adhered to; state laws are in place, fingerprints and black seal operators.
- Provide solution to employee issues that affect the district.
- Address security issue doors, pull gates, windows, etc.
- Stop in on weekends to confirm the correct service has been provided.
- Make deduction to the monthly billing is service has not been satisfactory,

Fire Protection:

- Assist the Fire Marshal safety walk-through for the school district.
- Check fire safety equipment — emergency lights, fire extinguishers and kitchen ansuls
- Remove unsafe condition when they are identified in classrooms and offices.
- Test the fire sprinkler system to insure proper activation.

Principal Assistance:

- Provide solution to concern and problem that occur in their building from daily routine.
- Act as a liaison between the district administrator and the principals.
- All other duties as assigned by your immediate Manager and/or Superintendent.

Required Certificates:

- Facility Manager
- IPM Pesticide Manager
- In charge of Black Seal Boiler
- FEMA Emergency Assistant

Evaluation:

Performance of this job will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of non-certificated personnel.

APPROVED BY THE BOARD OF EDUCATION: March 12, 2012