

# JOB DESCRIPTION MANUAL

**BOARD OF EDUCATION  
CLINTON TOWNSHIP**

**Central Office  
Administration**

<b>Title:</b>	<b>Director of Buildings and Grounds</b>
<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. Educational Facilities Manager Certificate (N.J.S.A. 18A:17-50) and Black Seal License.</li> <li>2. Minimum experience as determined by the Board.</li> <li>3. Ability to supervise and coordinate the activities of maintenance and custodial staff.</li> <li>4. Demonstrated knowledge of architecture, school construction, maintenance and management in school safety.</li> <li>5. Demonstrates organizational, communication and interpersonal skills.</li> <li>6. Required criminal history background check and proof of US citizenship or legal resident alien status.</li> <li>7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.</li> </ol>

## **Certificate and Endorsement**

<b>Requirements:</b>	Educational Facilities Manager Certificate (N.J.S.A. 18A:17-50) and Black Seal License
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<b>Reports To:</b>	School Business Administrator
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<b>Supervises:</b>	All Maintenance, custodial, and groundskeeping staff
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<b>Job Goal:</b>	To provide students and staff a physical environment that is healthy, safe and efficiently operated
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## **Performance Responsibilities:**

### **Planning and Scheduling of Maintenance, Custodial Work, and Groundskeeping**

1. Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district's schools, office facilities and grounds.
2. Plans and implements a program of required preventive maintenance for each school and reports these activities in an annual comprehensive maintenance plan.
3. Establishes appropriate maintenance, grounds keeping, security and custodial requirements for each school building and installation.
4. Directs maintenance of all buildings and grounds.
5. Maintains and adjusts schedules of work for each individual building and ensures that proper supplies are on hand in each building.
6. Establishes and supervises summer cleaning programs and schedules. Documents and shares a plan for summer cleaning that includes assignments for each custodian with anticipated completion dates for tasks.

7. Ensures proper maintenance and operation of department equipment, including motorized vehicles, tools and machinery.
8. Directly responsible for all aspects of custodial staff. In consultation with principals, provides custodians with building assignments and work schedules. Provides custodians with clear direction and oversight, inspecting their work areas routinely to ensure that custodial efforts meet district expectations. Works closely with building principals to assist and support them in regards to custodians' day-to-day responsibilities. Collaborates with principals in providing both routine, evaluative and disciplinary feedback to custodians.
9. Ensures that requests for time off are balanced to ensure sufficient maintenance, custodial, and groundskeeping coverage. Cross trains staff to support this effort.
10. Directs the preparation of playing fields, grounds and other necessary facilities for athletics and other school activities.
11. Oversee the work order system, review open work orders on a daily basis, estimate labor hours and material costs for each work order, assign work orders to employees, prepare monthly analysis on estimated labor hours and material costs versus actual labor hours and material costs, provide updates for administration to review the status of each of their work orders on a regular basis.
12. Carefully manage the facilities' usage system to ensure appropriate custodial coverage for all events, while working to manage costs and minimize the need for overtime. Coordinate these efforts with principals and the technology staff.
13. Meet with administrators on a monthly basis to discuss current status of work orders and any matters that they may be interested in discussing, sharing agendas and minutes of these meetings with each principal as well as the Business Administrator.
14. Deals with all personnel matters related to performance.

#### **Environmental and Health Responsibilities**

1. Develops long and short range maintenance and facilities plans/programs (HVAC Equipment, emergency response plan, energy management plan) to ensure resources are effectively utilized; oversee implementation.
2. Assumes responsibility for the implementation of the district's school integrated pest management policy as required by statute.
3. Provides proper notification of pesticide applications, maintains required records, and responds to inquiries regarding the pest management program.
4. Provides proper notification of soil contamination and other identified hazards including construction hazards, maintains required records, and responds to inquiries regarding any notifications.
5. Oversees the appropriate use, storage and disposal of hazardous substances.
6. Participates in the development and implementation of the exposure control plan.
7. Monitors the use and regular maintenance of the ventilation and air conditioning system (HVAC).
8. Monitors the use and regular maintenance of the heating system.
9. Monitors the use and regular maintenance of the school building fire alert and suppression systems.
10. Monitors the use and regular maintenance of the emergency generator to ensure operation consistent with state and federal standards.
11. Oversees school building water treatment systems and implements the regular water testing protocols.
12. Manages building improvements and repair work performed by outside contractors. Resolves construction related disputes and compliance issues.
13. Assumes responsibility for Right-to-Know data practices, procedures and record keeping under the direction of the School Business Administrator.
14. Maintains procedural manuals and log books for maintenance tasks and equipment operations in accordance to local, state, and federal guidelines/regulations.
15. Works in consultation with the school nurse in developing and executing environmental accommodations related to student health and safety and implementing specific cleaning, training, and other required measures to further the protection of students and/or staff members with potentially life-threatening allergies and/or physical disabilities.
16. Works directly with local city officials and others to resolve problems associated with care and maintenance of buildings and grounds.

17. Conduct annual district and school site safety inspections in accordance with QSAC Indicator 7.6.
18. Conduct systematic safety inspection of buildings and grounds equipment.

### **Hiring and Work Assignments**

1. Recruits, screens, recommends for hiring, assigns and supervises all custodial, maintenance and groundskeeping staff.
2. Assigns staff to work locations and maintains a schedule of tasks for workers.
3. Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.
4. Adjust hours and coverage as necessary to save funds and maximize work being done.

### **Purchasing**

1. Recommends for purchase necessary equipment and supplies.
2. Maintains an accurate record of materials ordered and on hand.
3. Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.
4. Ensure that all purchases are made consistent with district business office practices, i.e. proper accounts, requisition numbers, purchase order numbers, utilizing co-op's, compliance with purchasing laws, etc.
5. Secure quotes or bids from vendors, ensuring best practices and arranging for purchase and delivery.
6. Maintains compliance with all purchasing laws and processes.

### **Building Guidelines, Regulations and Training**

1. Establishes guidelines for the division of responsibility for minor in-school repairs and emergency repairs.
2. Keeps abreast of new work methods, procedures and equipment.
3. Ensures that standards consistent with all applicable local, state and federal laws are maintained.
4. Organizes and implements an orientation program on proper operation and maintenance of school facilities for departmental personnel.
5. Attends training sessions or assigns appropriate staff to obtain necessary instruction throughout the year including mid-year hires.
6. Plan and implement training programs for new staff on boarding and routine training programs for existing staff.

### **Inspections**

1. Inspects all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
2. Inspects and maintains fire alarm systems and fire extinguishers on a regularly scheduled basis.
3. Maintains reports of inspections and shares them with the Business Administrator.

### **Budgeting**

1. Prepares and administers the budget for maintenance, grounds, security and custodial supplies and equipment.
2. Prepare and submit to the business office for approval, itemized budgets for buildings and grounds maintenance operations.
3. Coordinate district budget requests with projected maintenance and construction needs.
4. Provide accurate estimates of project costs by getting quotes.
5. Supervises and inspects the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before authorizing final payments.

6. Confers with school principals, landscape architects and other parties in budgeting and making plans for landscaping, planning and maintenance of various school grounds.
7. Uses in house personnel to defray costs.

### Record Keeping and Implementation of Policy

1. Maintains all records that are required by board policy, statute or administrative code.
2. Interprets and enforces board policies regarding school maintenance, safety and security procedures.

Performs and completes such other duties as may be prescribed by law or assigned by the school business administrator.

**Terms of Employment:** 12 month position and salary to be determined by the Board.

**Annual Evaluation:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

**Approved by:** Superintendent of Schools

**Date:** April 29, 2024 (Adopted)

**Account Code(s):** 11.000.261.100.900.000 - 100%

### LEGAL REFERENCES:

N.J.S.A. 13:1F-19 through -33	School Integrated Pest Management Act
N.J.S.A. 18A:6-2	Instruction in accident and fire prevention
N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:17-42 et seq.	Public School Safety Law
N.J.S.A. 18A:17-49 through -52	Buildings and grounds supervisors to be certified
N.J.S.A. 18A:18A-1 et seq.	Public schools contracts law
N.J.S.A. 18A:18A-37	Award of purchases, contracts, agreements educational facilities managers
N.J.S.A. 18A:22-8	Contents of budget; program budgeting system
N.J.S.A. 18A:41-1 et seq.	Fire, school security drills
<b>See particularly:</b>	
N.J.S.A. 18A:41-5	
N.J.S.A. 18A:54-20	Powers of board (county vocational schools)
N.J.S.A. 34:5A-1 et seq.	Worker and Community Right to Know Act
<b>See particularly:</b>	
N.J.S.A. 34:5A -10.1 through -10.5	
N.J.S.A. 34:6A-25 et seq.	New Jersey Public Employees Occupational Safety and Health Act
N.J.S.A. 58:10B-24.6 et seq.	Hazardous discharge site remediation
N.J.A.C. 5:11-8.5	Licensing of operating engineers and boiler operators
N.J.A.C. 5:23-7	Barrier free subcode of the uniform construction code
N.J.A.C. 6A:26	Educational facilities
<b>See particularly:</b>	
N.J.A.C. 6A:26-12	Operation and maintenance of facilities
N.J.A.C. 6A:26-16.1	Certified educational facilities manager
N.J.A.C. 6A:26A	Comprehensive maintenance plans
N.J.A.C. 7:30-13.1 et seq.	Integrated Pest Management

Blood borne Pathogen Standard, 29 CFR 1910.1030

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.