

JOB DESCRIPTION

MANAGER OF BUILDINGS AND GROUNDS

Reports to: Secretary/Business Administrator

Qualifications

1. Knowledge of general cleaning and sanitary methods.
2. Knowledge of general maintenance practices and procedures.
3. General knowledge of heating and ventilation systems.
4. Demonstrated ability to supervise custodial, maintenance and grounds staff.
5. Ability to organize, coordinate and maintain a comprehensive cleaning and maintenance program in all school facilities.
6. Black Seal License is preferred, but not mandated. If License is not possessed at time of initial hire, Manager will be expected to obtain one within three years.

Performance Responsibilities

1. Supervises and evaluates the maintenance staff and grounds crew. Provides input in evaluation of custodians.
2. Supervises custodial staff for all responsibilities when the building principal or designee is not available due to schools being closed or for other reasons.
3. Supervises custodians in work practices dealing with physical plant.
4. Assigns substitute custodians as needed. Reassigns grounds crew and/or maintenance employees when necessary.
5. Assigns tasks to maintenance staff and grounds crew.
6. Inspects all facilities on a regular basis and makes inspection reports.
7. Assigns grounds crew and/or custodians for coverage at athletic events, public gatherings, meetings or other activities involving use of school facilities and/or grounds.
8. Monitors safety practices of custodians, grounds crew and maintenance staff and sees that employees are adhering to proper safety practices.
9. Informs affected personnel of emergency situations and responses thereto.

10. Authorizes and/or monitors overtime for all buildings and grounds employees.
11. Aids in recommending employees for hire, transfer, discipline, termination.
12. Coordinates the ordering of custodial supplies.
13. Aids in writing specifications for custodial supplies, maintenance supplies and equipment, outside contracted services for buildings and grounds repairs and projects.
14. Investigates new and improved methods of cleaning.
15. Reviews all bids for custodial supplies, equipment, related services and maintenance work and makes recommendations.
16. Monitors use of supplies and materials by employees to insure proper availability and to minimize wasteful usage or shrinkage.
17. Monitors care and maintenance of district-owned cleaning equipment, grounds and maintenance equipment and tools.
18. Reviews requisitions and makes recommendations for implementation.
19. Obtains quotes for supplies, equipment and services from outside sources as requested by Business Administrator.
20. Oversees all work performed by outside contractors to insure that all obligations are properly fulfilled. Makes progress reports to Business Administrator.
21. Makes recommendations for equipment and/or services for maintenance and plant operation for inclusion in annual budget. Obtains cost information relative to same.
22. Maintains regular contact with district energy management company and oversees implementation of approved suggestions and work orders from them.
23. Recommends and implements preventive maintenance program and monitors employees' performance to insure compliance with same.
24. Maintains certain records of physical plant and equipment.
25. Confers with the Athletic Director to coordinate scheduling of games and practices for proper field preparation and necessary coverage by custodians and/or grounds crew.
26. Liaison with police, fire, water, public works, parks and recreation and other Township departments as appropriate to the needs of the district.
27. Carries out such other responsibilities and/or duties as may be assigned by the Business Administrator.

Dated:

March 28, 1988