

**WESTFIELD PUBLIC SCHOOLS**  
**Westfield, New Jersey**

**Buildings and Grounds Supervisor**

**QUALIFICATIONS:**

Minimum of a High School diploma  
Valid driver's license  
Educational Facilities Manager Certificate  
Fireman's Black Seal License  
Proven strength in oral and written communication skills  
Ability to coordinate and supervise the activities of department staff  
Demonstrated knowledge of architecture, school construction, engineering, plant operation, maintenance management, and school safety  
Required criminal history review  
Experience as determined by the Board of Education

**REPORTS TO:**

School Business Administrator

**SUPERVISES:**

District maintenance, groundskeeping, and custodial personnel

**PERFORMANCE RESPONSIBILITIES:**

1. Provides students and staff with a physical environment that is healthy, safe and efficiently operated.
2. Plans and implements a program of required preventative maintenance for each school and reports these activities in an annual comprehensive maintenance plan.
3. Establishes appropriate maintenance, groundskeeping, and custodial requirements for each school building and installation.
4. Directs the maintenance of all buildings and grounds.
5. Assumes responsibility for the implementation of the district's integrated pest management policy as required by statute. Provides proper notification of pesticide applications, maintains required records and responds to inquiries regarding the pest management program.

6. Recruits, screens, recommends for hiring, assigns and supervises all maintenance staff, and partners with building principals to hire custodial staff.
7. Determines and establishes detailed specifications pertaining to supplies, materials, equipment, and local contract work.
8. Assumes responsibility for the comprehensive planning and scheduling of maintenance and repair requirements of the district schools, office facilities, and grounds.
9. Ensures that standards consistent with all applicable local statute and federal laws are maintained.
10. Recommends for purchase necessary equipment and supplies and maintains an inventory of them.
11. Inspects all school buildings, grounds, and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained.
12. Organizes and implements an orientation program on proper operation and maintenance of school facilities for department personnel.
13. Assumes responsibility for Right-to-Know and Asbestos Management data practices, procedures, and record keeping.
14. Ensures proper maintenance and operation of department equipment, including motorized vehicles, tools, and machinery.
15. Prepares and administers the budget for maintenance, grounds, and custodial supplies and equipment.
16. 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 payment.
17. Directs the preparation of playing fields, grounds, and other necessary facilities for athletics and other school activities.
18. Confers with school principals, landscape architects and other parties in making plans for landscaping, planning and maintenance of various school grounds.
19. Maintains all records that are required by board policy, statute or administrative code.
20. Keeps abreast of new work methods, procedures, and equipment.

21. Performs any other task which may be assigned by the Business Administrator.

**TERMS OF EMPLOYMENT**

12 month work year  
Salary as determined by the Board of Education  
Vacation and benefits in accordance with the WAAS Agreement.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of state law, administrative code, and the Board's policy on evaluation.

**APPROVED:**

