

# *Glassboro Public Schools*



## **MEMO**

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To: Dr. Mark Silverstein, Superintendent of Schools

From: Erin Williams, Supervisor of Staff & Student Systems

Date: November 22, 2023

Re: Action Memo  
December 13, 2023, Board Meeting

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Recommend Board approve revise job title and update job description of Supervisor of Buildings and Grounds.

Glassboro School District  
Job Description

<b>TITLE:</b>	Buildings and Ground Supervisor
<b>QUALIFICATIONS:</b>	High School graduate. Successful experience in the custodial, maintenance and/or transportation fields including some supervisory experience. Such alternatives to the above qualifications as the Board may find appropriate and acceptable within State law. Required to be a Certified Educational Facilities Manager (CEFM) or obtain within two years.
<b>REPORTS TO:</b>	Business Administrator
<b>JOB GOAL/MAJOR FUNCTIONS:</b>	<p>To maintain the physical school facilities and grounds in a condition of operating excellence, cleanliness, and safety so that full educational use of them may be made at all times. To supervise and administer the pupil transportation program of the district. Responsible for the supervision of maintenance and grounds staff, custodians, and assigned secretarial/clerical staff.</p> <ol style="list-style-type: none"><li>1. Establishes and administers schedules and procedures.</li><li>2. Establishes a program of in-service training for staff; meets regularly with staff to coordinate activities.</li><li>3. Selects supplies and equipment and maintains an appropriate inventory of them.</li><li>4. Maintains schedules of work for each area of responsibility and each individual building and sees to it that proper supplies are on hand.</li><li>5. Establishes and supervises summer maintenance and cleaning programs and schedules work.</li><li>6. Supervises the floor crew in a program of cleaning and refinishing floors.</li><li>7. Inspects each building weekly, and more often if necessary, and confers with principals regarding custodial work.</li><li>8. Examines school buildings and grounds on a regular basis for needed repairs and maintenance.</li><li>9. Inspects and maintains fire and burglar alarm systems and fire extinguishers on a regularly scheduled basis.</li><li>10. Identifies and recommends priorities for building repairs in cooperation with building administrators and other coordinators and directors.</li><li>11. Orders materials as needed and makes recommendations of supplies and equipment for purchase.</li><li>12. Prepares and recommends budgets for maintenance/grounds, custodial care, pupil transportation.</li></ol>

13. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Assistant Superintendent for Business.

TERMS OF EMPLOYEMENT:

This is a twelve (12) month position with salary and contract terms to be negotiated with the Superintendent and the Board of Education.