

Glassboro School District  
Job Description

**TITLE:** Supervisor of Buildings and Grounds

**QUALIFICATIONS:**

1. High School graduate
2. Possess New Jersey Certified Educational Facilities Manager Certificate (CEFM)
3. Possess New Jersey Low Pressure Black Seal Boiler License
4. Successful experience in the custodial and/or maintenance fields including some supervisory experience

**REPORTS TO:** Business Administrator/Board Secretary

**SUPERVISES:** Maintenance and grounds staff, Custodians

**SCOPE:** The Supervisor of Maintenance and Grounds is to maintain the physical school facilities and grounds in a condition of operating excellence, cleanliness, and safety so that full education use of them may be made all times.

**POSITION GOALS:**

1. Establish a program of in-service training for staff; meets regularly with staff to coordinate activities
2. Select supplies and equipment and maintains an appropriate inventory of them
3. Maintain schedules of work for each area of responsibility and each individual building, and see to it that proper supplies are on hand
4. Establish and supervise summer maintenance and cleaning programs and schedules work
5. Inspect each building weekly, and more often if necessary, and confer with principals regarding custodial work
6. Examine school buildings and grounds on a regular basis for needed repairs and maintenance
7. Inspect and maintain fire and burglar alarm systems and fire extinguishers on a regularly scheduled basis
8. Identify and recommend priorities for building repairs in cooperation with building administrators and other coordinators and directors
9. Order materials as needed, and make recommendations of supplies and equipment for purchase

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10. Ensure timely completion of all construction/referendum projects
11. Maintain such personnel and other records as are required
12. Prepare and recommend budgets for maintenance/grounds and custodial care
13. Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Business Administrator and Superintendent

**TERMS OF EMPLOYMENT (ADDED):**

Twelve month year. Salary and work year to be established by the Board of Education.