

RUMSON SCHOOL DISTRICT
Rumson, New Jersey

TITLE: MAINTENANCE SUPERVISOR

QUALIFICATIONS:

1. Black Seal License
2. High school diploma or equivalent training/experience
3. Supervisory ability
4. Minimum of five years' experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Buildings and Grounds Supervisor

JOB GOAL: To oversee the custodial and maintenance operations of individual school facilities and ensure a safe, clean, and comfortable school environment and carry out administrative tasks required to maintain and operate the plant to the required standards.

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for the opening and closing of the school each day.
2. Schedules daily tasks and participates in daily cleaning and maintenance of facilities.
3. Monitors and regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
4. Oversees maintenance and repair work in the buildings in coordination with the Supervisor of Buildings and Grounds.
5. Maintains an inventory and recommends purchase of supplies, tools, equipment, and fuel.
6. Completes custodial reports, building condition reports and other records including the scheduling of overtime as required.
7. Conducts periodic inspections and test of all electrical installations in the school to ensure their safe condition.
8. Ensures that all fire/safety laws and regulations relating to the plant maintenance and operation are enforced.
9. Maintains preventative maintenance logs and other records as required.
10. Participates in the evaluation of maintenance and custodial staff.
11. Performs related duties as required for daily operation of the school.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board of education.

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 evaluation of non-certified staff.

Approved: March 15, 2017