

**RIVER VALE BOARD OF EDUCATION  
RIVER VALE, NEW JERSEY**

**JOB DESCRIPTION**

**TITLE:** DIRECTOR OF BUILDINGS AND GROUNDS

**QUALIFICATIONS:**

1. Fireman's Black Seal License and post-secondary training related to professional responsibilities.
2. Possess or is eligible for an Educational Facilities Manager Certificate from Rutgers State University or from an equivalent program offer at an accredited institutions.
3. Asbestos Certification.
4. Experience as determined by the Business Administrator/Board Secretary.
5. Ability to supervise and coordinate the activities of custodial/maintenance staff.
6. Demonstrated knowledge of architecture, school construction, engineering, plant operation, maintenance and management, and school safety.
7. Experience in project estimation of labor and supply needs and ability to supervise and coordinate the activities of custodial/maintenance staff as well as outside contractors.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO:** School Business Administrator

**SUPERVISES:** All custodian and maintenance staff

**JOB GOAL:** To provide students and staff with a physical environment that is clean, safe and efficiently operated.

**Specific Duties and Responsibilities:**

1. Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district's schools, office facilities and grounds.
2. Establishes appropriate maintenance, grounds keeping, and custodial requirements for each of the district's schools and facilities.
3. Directs the maintenance of all buildings and grounds as to cleanliness and safety.

4. Assists in the recruitment, screening and recommendation for hiring, assigns and supervises all custodial and maintenance staff.
5. Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.
6. Recommends for purchase necessary equipment and supplies and maintains an inventory of them.
7. Maintains schedules of work for each individual building and sees to it that proper supplies are on hand in that building.
8. Establishes and supervises summer cleaning programs and schedules.
9. Establishes guidelines for the division of responsibility for minor in-house repairs and emergency repairs.
10. Confers with school principals, landscape architects and other parties in making plans for landscaping, planning and maintenance of various school projects.
11. Keeps abreast of new work methods, procedures and equipment.
12. Ensures that standards consistent with all applicable local, state and federal laws are maintained.
13. Inspects all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
14. Plans and implements a program of preventive maintenance.
15. Organizes and implements an orientation program on proper operation and maintenance of school facilities for departmental personnel.
16. Assumes responsibility for Right-to-Know data practices, procedures and record keeping under the direction of the school business administrator.
17. Ensures proper maintenance and operation of department equipment, including vehicles, tools and machinery.
18. Inspects and maintains fire alarm systems and fire extinguishers on a regularly scheduled basis.
19. Prepares and administers the budget in concert with the Business Administrator for maintenance, grounds, and custodial supplies and equipment.

20. 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 payments.
21. Directs the preparation of playing fields, grounds and other necessary facilities for athletics and other school related activities.
22. Confers with the Business Administrator/Board Secretary, architects and other parties in making plans for planning and maintenance of the district's schools.
23. Maintains such records as are required by board policy or law.
24. Interprets and enforces applicable board policies regarding school maintenance, safety and security procedures.
25. Attends Building & Grounds meetings/functions as requested by the Business Administrator/Board Secretary.
26. Maintain certifications in areas such as pesticide and herbicide application as well as asbestos handling and act as "Designated Person".
27. Any duties as assigned by the Business Administrator/Board Secretary with regard to the operations and maintenance of the district.

**TERMS OF EMPLOYMENT:**

Work year and salary to be determined by the Board of Education.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of noncertified staff.

**BOARD APPROVED:**

**9/7/2010**