

Caldwell – West Caldwell Public Schools

Job Description

Title: **Supervisor of Maintenance and Operations**

QUALIFICATIONS:

1. High school diploma
2. Supplementary courses in engineering, construction, and personnel supervision
3. Five years of successful experience in construction, maintenance of buildings and grounds, or work involving the mechanical aspects of repair and maintenance of buildings, two of which shall have been in a supervisory capacity
4. Such other qualifications as may be specified

REPORTS TO: Business Administrator

RESPONSIBILITIES:

1. Establish and administer schedules and procedures for the regular, ongoing custodial care of all schools and office facilities of the district
2. Recruit, screen, recommend for hiring, assign, and supervise all custodial and maintenance staff workers
3. Maintain schedules of work for each individual building and see to it that proper supplies are on hand in that building
4. Upon approval of work projects, establish, maintain, and develop work plans for maintenance personnel and supervise completion of all projects
5. Supervise the maintenance and upkeep of all school vehicles and grounds equipment
6. Supervise the care and maintenance of all grounds including snow removal, cutting of lawn areas, shrubs, and trees
7. Supervise the maintenance of athletic facilities involving the care of baseball diamond and track, football and soccer fields, as well as the erection and dismantling of bleachers and stands
8. Evaluate all maintenance personnel and assist building principals in the evaluation of custodial personnel each year, making these evaluations available to the Business Administrator

9. Inspect all school buildings, grounds, and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained
10. Work with individual building principals in establishing emergency evacuation procedures for each school room and office
11. Perform other assigned tasks as established by the Business Administrator and Superintendent of Schools