



HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: HEAD OF MAINTENANCE AND GROUNDS

QUALIFICATIONS:

1. Possesses high school diploma.
2. Has previous experience as a groundsperson and supervisor in the field of building maintenance and/or construction/or in a related field of employment.
3. Computer literate with extensive knowledge in Computerized Maintenance Management Systems (CMMS).
4. Holds a valid New Jersey driver's license for Board of Education vehicles.
5. Coordinates maintenance and repairs of all maintenance and grounds equipment.
6. Is in good health and able to meet the demands of the position including, but not limited to being able to lift a minimum of 75 pounds.
7. Holds a current State of New Jersey Black Seal Low Pressure Boiler License.
8. Demonstrates aptitude for coordinating all maintenance and grounds activities.
9. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
10. Such alternatives to the above qualifications as the Board may find appropriate and applicable.

JOB GOAL: To direct and supervise grounds and maintenance personnel in the upkeep, care, repair and operation of the school plant so that full educational use of it may be made at all times.

REPORTS TO: School Business Administrator/School Board Secretary or designee.

PERFORMANCE DUTIES

1. Work Performance/Work Traits

- a. Coordinates the assignment of daily work tasks for maintenance and grounds personnel in accordance with the School Business Administrator/Board Secretary or designee.
 - b. Manages a rotating overtime schedule for the grounds and maintenance department and certifies overtime records.
 - c. Plans for and oversees maintenance of all school grounds and facilities.
 - d. Performs grounds and maintenance department tasks as necessary and as assigned.
 - e. Provides quality control for department projects.
 - f. Assists in the development and implementation of a district-wide improvement program for grounds and maintenance as well as a district-wide recycling program.
 - g. Contributes information for the preparation of the annual budget of the district's grounds and maintenance operation.
 - h. Requests the purchase of supplies and equipment as needed.
 - i. Maintains inventory control of supplies, materials and equipment.
 - j. Prepares, submits and files state and federal reports, as required.
 - k. Participates in interviewing all grounds and maintenance applicants and makes recommendations about the candidates to the School Business Administrator/Board Secretary or designee.
 - l. Contributes information for the preparation of the annual budget of the district's grounds and maintenance operation then requests the purchase of supplies, equipment and materials as required and as provided for in the budget.
2. School and Community Relations
- a. Cooperates and shares professionally with other members of the staff.
 - b. Keeps the School Business Administrator or designee informed about the activities and accomplishments of the maintenance and grounds staff.
3. Professional Improvement
- a. Participates in staff development opportunities to enhance job-related skills and knowledge.

- b. Assists in the training of personnel of the Maintenance and Grounds Department.

4. Other Assigned Tasks

Performs such other tasks and assumes such other duties as may be assigned by the School Business Administrator/School Board Secretary or his/her designee.

TERMS OF EMPLOYMENT: Twelve-month year. Salary as established by the negotiated agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Support Personnel and the terms of the negotiated agreement between the Holmdel Township Board of Education/Holmdel Township Education Association.

SOURCE: Regular Board Meeting
DATE: September 10, 2008