



Carlstadt Public School

550 Washington Street ◇ Carlstadt, NJ 07072

Phone: 201-672-3000 ◇ Website: www.carlstadt.org

Job Description: Non-Affiliated Custodial Coordinator

Location: Carlstadt Public School, Carlstadt, NJ

Reports To: School Business Administrator and Superintendent of Schools

Position Summary

Carlstadt Public School is seeking a dedicated and experienced **Custodial Coordinator** to oversee the maintenance, cleanliness, and safety of our school facilities. This is a "working supervisor" role that combines leadership responsibilities with hands-on custodial duties.

The successful candidate will manage custodial staff, coordinate with shared service personnel, and oversee facility projects and preventative maintenance. This role requires a proactive individual capable of handling administrative tasks such as billing and contractor coordination while ensuring the school remains a clean and safe environment for students and staff.

Key Qualifications

- **Experience:** Minimum of **5 years** of experience in custodial operations, facility maintenance, or a related field is required. Previous supervisory experience is highly preferred.
- **Abilities:** Ability to supervise and coordinate the activities of department staff necessary to provide students and staff with a physical environment that is healthy, safe and efficiently operated.
- **Certification:**
 - Must hold a Fireman's Black Seal License; **AND**
 - Must hold a **Certified Educational Facilities Manager (CEFM)** credential; **OR**
 - Must be willing to enroll in and successfully complete the required coursework to obtain the CEFM credential within a specified timeframe.
- **Driver's License:** Valid NJ Driver's License required.

Essential Duties & Responsibilities

1. Staff Supervision & Scheduling

- Directly supervise and guide the custodial team with support from the School Business Administrator and Superintendent.





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- Create and manage daily, weekly, and monthly work schedules for custodial staff to ensure full coverage of the facility.
- Coordinate workflows with Shared Service Personnel from the Borough to ensure seamless cooperation between district and municipal resources.
- Train staff on proper cleaning techniques, safety protocols, and equipment usage.

2. Facilities Management & Maintenance

- Oversee and coordinate a comprehensive Preventative Maintenance Program for building systems (HVAC, plumbing, electrical, etc.).
- Manage facility projects, ensuring they are completed on time and within scope.
- Conduct regular inspections of the building and grounds to identify maintenance needs, safety hazards, or cleanliness issues.
- Monitor building security and ensure all doors/windows are secured at the end of shifts.
- Assumes responsibility for Right-to-Know data practices, procedures and record-keeping under the direction of the School Business Administrator.
- Maintains procedural manuals and log books for maintenance tasks and equipment operations in accordance to local, state, and federal guidelines/regulations.

3. Administrative & Financial Duties

- Act as the primary point of contact for external contractors and vendors.
- Schedule appointments for repairs and inspections.
- Solicit and review quotes/proposals for maintenance work and supplies in compliance with district purchasing policies.
- Review and process billing/invoices related to facilities and maintenance before submitting them to the Business Office.
- Maintain inventory of cleaning supplies and equipment; order replacements as necessary.
- Maintains confidentiality as required and appropriate. Maintains highly confidential records and files, ensuring that the material is properly marked, secured and accessible for immediate use by administrators in such projects as preparation for collective bargaining and personnel matters.
- Performs specialized and confidential assignments as required, including other tasks related to the efficient operation of the department as assigned.





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4. Operational & Custodial Duties

- Participate in daily custodial duties, including cleaning classrooms, restrooms, hallways, and common areas.
- Assist with snow removal, landscaping, and groundskeeping as required.
- Assist in setting up and breaking down furniture and equipment for school events and meetings.
- Respond to emergency maintenance requests during school hours.
- Other duties as assigned by the School Business Administrator and Superintendent.

Required Skills & Competencies

- **Mechanical Aptitude:** Basic understanding of building systems (heating, cooling, lighting) and the ability to perform minor repairs.
- **Communication:** Strong verbal and written communication skills to interact effectively with administration, staff, contractors, and the Bureau.
- **Technology:** Proficiency in email, scheduling software, and basic word processing for administrative tasks.
- **Problem Solving:** Ability to prioritize urgent maintenance issues and handle scheduling conflicts calmly.

Physical Demands

- Ability to lift and carry heavy objects (up to 50 lbs).
- Ability to stand, walk, bend, climb ladders, and reach for extended periods.
- Willingness to work indoors and outdoors in various weather conditions.\

Terms of Employment

- **Work Year:** 12-Month Position.





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LEGAL REFERENCES:

N.J.S.A. 13:1F-19 through -33	School Integrated Pest Management Act
N.J.S.A. 18A:6 2	Instruction in accident and fire prevention
N.J.S.A. 18A:11 1	General mandatory powers and duties
N.J.S.A. 18A:17 42 et seq.	Public School Safety Law
N.J.S.A. 18A:17-49 through -52	Buildings and grounds supervisors to be certified
N.J.S.A. 18A:18A-1 et seq.	Public schools contracts law
N.J.S.A. 18A:18A-37	Award of purchases, contracts, agreements educational facilities managers
N.J.S.A. 18A:22 8	Contents of budget; program budgeting system
N.J.S.A. 18A:41-1 et seq.	Fire, school security drills
See particularly:	
N.J.S.A. 18A:41 5	
N.J.S.A. 34:5A 1 et seq.	Worker and Community Right to Know Act
See particularly:	
N.J.S.A. 34:5A -10.1 through -10.5	
N.J.S.A. 34:6A 25 et seq.	New Jersey Public Employees Occupational Safety and Health Act
N.J.S.A. 58:10B-24.6 et seq.	Hazardous discharge site remediation
N.J.A.C. 5:11-8.5	Licensing of operating engineers and boiler operators
N.J.A.C. 5:23-7	Barrier free subcode of the uniform construction code
N.J.A.C. 6A:26	Educational facilities
See particularly:	
N.J.A.C. 6A:26-12	Operation and maintenance of facilities
N.J.A.C. 6A:26-16.1	Certified educational facilities manager
N.J.A.C. 6A:26A	Comprehensive maintenance plans
N.J.A.C. 7:30-13.1 et seq.	Integrated Pest Management

Bloodborne Pathogen Standard, 29 CFR 1910.1030

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

