

**Hillsborough Township School District
Hillsborough, New Jersey
JOB DESCRIPTION**

Title: Maintenance Supervisor

- Qualifications:**
- Black seal license preferred
 - Knowledge or experience in Integrated Pest Management
 - Demonstrate knowledge or experience of architecture, school construction, engineering, plant operation, maintenance management and school safety.
 - Demonstrate skills in personnel management.
 - Prove ability to interface with levels of staff and administration.
 - Ability to plan, manage, and direct all phases of facilities operations.

- Primary Function:**
- To provide the management and direction necessary to achieve and preserve a high level of excellence in the areas of building maintenance, operations, and grounds by expending the necessary resources to complete this goal on a daily basis.

- Physical Requirements:**
- Must be able to:
- While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel objects, tools or controls; and speak and listen. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climb onto ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 40 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 90 lbs such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Report Level: Director of Building and Grounds/ School Business Administrator

Job Performance Indicators and Responsibilities:

1. Work with facilities manager to determine what work will be performed by in house staff and what will be contracted to vendors.
2. Supervise maintenance/grounds staff.
3. Establishes and administers schedules for grounds and fields/maintenance staff.
4. Oversee snow/ice removal
5. Repair inside and outside bleachers/ fences, gates and parking lots and field maintenance.
6. Preventative maintenance for all equipment/filters/gutters/trucks/vans/trailers and snow and lawn equipment.
7. Assigns work for each day to grounds/maintenance staff..
8. Inspects grounds/maintenance staff on work that has been completed.
9. Keeps all storage areas and shops clean and orderly.
10. Perform the recruitment, interviewing and hiring of all maintenance/grounds staff.
11. The supervisor promptly handles individual employee problems.

Universal Performance Criteria:

1. Adheres to and enforces all school/district/state behavioral and academic expectations.
2. Completes tasks pursuant to supervisors' priorities.
3. Maintains smooth workflow
4. Communicates effectively with public and co-workers.
5. Conveys thoughts effectively in writing.
6. Maintains performance level in pressure situations.
7. Demonstrates industry, initiative, and volunteers and willingly does more than required.
8. Works cooperatively with co-workers.
9. Uses time effectively (own/others)

10. Develops alternative solutions to problems.

11. Arrives punctually to work.

Terms of Employment: As per contract, subject to renewal annually

Evaluation: In accordance with Board of Education policy.

Approved by CSA: April 2016