RANDOLPH TOWNSHIP SCHOOLS
JOB DESCRIPTION

TITLE: Supervisor of Grounds
REPORTS TO: Director of Facilities
QUALIFICATIONS:

1. Demonstrate knowledge of the district's landscaping, landscaping equipment and supplies.
2. Must possess Certified Educational Facilities Manager (CEFM) certification, be in the process of obtaining the CEFM certification, or obtain it within one calendar year of commencing employment.
3. Possess a NJ Motor Vehicle Driver's License.
4. Compliance with all statutory regulations and district requirements for securing public school employment is required.

GENERAL DESCRIPTION:

The Supervisor of Grounds shall be responsible for the maintenance and physical condition of the school grounds, lawns, recreational fields, and driveways. Assists the Director of Facilities in administering a program of operations to maintain all school grounds and related equipment in an efficient and economical manner.

ESSENTIAL JOB FUNCTIONS:

1. Directs the preparation of playing fields, grounds and other necessary facilities for fields, grounds use and other school activities.
2. Recommends action plans for landscaping, planning and maintenance of school grounds, and collaborates towards achieving the actions plans approved by the Director of Facilities and School Business Administrator.
3. Assumes responsibility for the implementation of the district's school integrated pest management policy as required by statue, including proper notification, records management, and responses to inquiries.
4. Maintains effective and professional client relations within the assigned buildings, including interactions with administrators and staff.
5. Communicates effectively to superior and subordinate personnel, building staff, visitors, and others, as necessary.
6. Maintains and assigns overtime schedules under the direction of the Director of Facilities.
7. Utilizes types of electronic recording and information systems used by the district.
8. Performs such other tasks and assumes such other responsibilities as designated by the Director of Facilities, Business Administrator, or other district leaders.

WORK YEAR: Twelve-month employee
BARGAINING UNIT: Non-affiliated
DATE APPROVED: June 16, 2022
APPROVED BY: Board of Education