

**UNION TOWNSHIP PUBLIC SCHOOLS  
JOB DESCRIPTION**

**TITLE:** Assistant Supervisor of Building and Grounds

**QUALIFICATIONS:**

- Must have a High School Diploma or equivalent, with preference given to a Bachelor's degree in Engineering or related field.
- Demonstrated knowledge of the basic principles of construction and maintenance.
- Minimum of 3-5 years experience in the field of school maintenance.
- Valid New Jersey Driver License (CDL preferred)
- Preferred-state license holder plumbing or electrical.
- Such alternatives to the above qualifications as the Board may find acceptable and appropriate.

**APPOINTMENT:**

Work Year- 12 months  
Salary to commensurate with experience

**REPORTS TO:** Supervisor of Building and Grounds

**JOB GOAL:**

Assist the Supervisor of Building and Grounds to provide a complete maintenance, repair and replacement service along with a cleaning operation which supports the educational program designed to keep all buildings, equipment and facilities a safe and clean. This is a working Foreman/hands-on position.

**SUPERVISES:** Maintenance staff and custodial staff

**PERFORMANCE RESPONSIBILITIES**

- Assists in reviewing, interviewing, recommendations for hiring, and evaluation of employees for the purpose of building and maintaining a qualified and effective work force.
- Assists maintenance staff in performing maintenance, repairs, renovations, and operations of buildings, equipment, and systems for the purpose of asset preservation and providing a safe and functional environment.
- Assumes duties and responsibilities of Building and Grounds Supervisor in his/her absence for the purpose of providing continual and seamless maintenance operation services.
- Monitors work performance and provide direction and support to assigned staff as necessary for the purpose of assisting them in the successful completion of their work and achieving a high level performance.
- Participates in daily coordination of work performed by staff (e.g. prioritize, assign, schedule) for the purpose of ensuring essential building services are provided and work assignments are completed efficiently.

- As assigned, handle construction oversight and monitoring as appropriate.
- Performs recordkeeping functions and processes data for the purpose of assigning work, tracking resources, and documenting activities.
- Prepares and/or reviews contract documents for purchase and delivery of equipment, materials, supplies and services for the purpose of coordinating requisition of required materials and services.
- Provides training (e.g. maintenance, operations, equipment, and safety) for the purpose of providing instruction and communicating goals, expectations, and procedures.
- Maintains shop facilities in a clean, safe, and orderly manner for the purpose of providing a safe, organized, and efficient shop operation.
- Demonstrates fundamental knowledge in electrical systems, carpentry, plumbing systems, painting, structural systems, mechanical systems, HVAC systems, and boiler operations.
- Monitor and maintain daily attendance records of maintenance staff.
- Coordinate preventative maintenance schedule and assign to maintenance staff.
- Assist with the coordination of the snow removal strategy.
- Must possess effective written/oral communication and interpersonal skills with the ability to convey clear directions to the staff.