

GROUNDS COORDINATOR

QUALIFICATIONS:

1. Valid New Jersey Driver's License.
2. High School Diploma or equivalent.
3. Minimum experience as determined by the board.
4. Ability to supervise and coordinate the activities of department staff.
5. Knowledge of plant operation, maintenance and management, and school safety.
6. Possess the working knowledge of all phases of grounds maintenance.
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Superintendent/School Business Administrator

SUPERVISES: All custodial, maintenance and grounds keeping staff

JOB GOAL: To provide students and staff with a physical environment that is healthy, safe and efficiently operated

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for the comprehensive overall planning and scheduling of grounds.
2. Plans and implements a program of required preventive maintenance for each school grounds and reports these activities in an annual comprehensive maintenance plan.
3. Establishes appropriate maintenance, grounds keeping, security and custodial requirements for each school building and installation.
4. Directs the maintenance of all grounds.
5. Assumes responsibility for the implementation of the district's school integrated pest management policy as required by statute. Provides proper notification of pesticide applications, maintains required records, and responds to inquiries regarding the pest management program.
6. Recruits, screens, recommends for hiring, assigns and supervises all keeping staff.

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

7. Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.
8. Recommends for purchase necessary equipment and supplies and maintains an inventory of them.
9. Maintains schedules of work for each individual and ensures that proper supplies are on hand in grounds shop.
10. Establishes guidelines for the division of responsibility for grounds repairs and emergency repairs.
11. Keeps abreast of new work methods, procedures and equipment.
12. Ensures that standards consistent with all applicable local, state and federal laws are maintained.
13. Inspects all school grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
14. Organizes and implements an orientation program on proper operation and maintenance of school grounds for departmental personnel.
15. Ensures proper maintenance and operation of department equipment, including motorized vehicles, tools and machinery.
16. Prepares and administers the budget for grounds equipment.
17. Supervises and inspects the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before authorizing final payments.
18. Directs the preparation of facilities for athletics and other school activities.
19. Maintains all records that are required by board policy, statute or administrative code.
20. Interprets and enforces board policies regarding school maintenance, safety and security procedures.
21. Inspect and repair all playground equipment.

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of certified staff.

LEGAL REFERENCES:

<u>N.J.S.A. 13:1F-19 et seq.</u>	School Integrated Pest Management Act
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school systems
<u>N.J.S.A. 18A:7F</u>	Comprehensive Educational Improvement and Financing Act
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:17-49</u> Through -52	Definitions relative to public school facilities
<u>N.J.S.A. 18A:27-4</u>	Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
<u>N.J.S.A. 34:5A-1, et seq.</u>	N.J. Worker and Community Right to Know Act
<u>N.J.A.C. 5:11-8.5</u>	Licensing of operating engineers and boiler operators
<u>N.J.A.C. 6:-4A.4</u>	Requirements of physical examinations
<u>N.J.A.C. 6:24</u>	Comprehensive maintenance plans
<u>N.J.A.C. 6A:16-1.3 and 3.1</u>	Prohibition of substance smoking and tobacco use on school grounds
<u>N.J.A.C. 6A:26</u>	Educational facilities
<u>See Particularly:</u>	
<u>N.J.A.C. 6A:26-12</u>	Operation and maintenance of facilities
<u>N.J.A.C. 6A:26-12.4</u>	Safe drinking water
<u>N.J.A.C. 6A:26-16.1</u>	Certified educational facilities manager
<u>N.J.A.C. 12:100-4.2</u>	Adoption by reference

Bloodborne Pathogen Standard, 29 CFR 1910.1030

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

Manual for the Evaluation of Local School District (Revised September 2002) 7.6 Health and Safety, 7.7 Comprehensive Maintenance Plan, 7.8 Facilities Master Plan