

We are now accepting applications for possible expansion of our maintenance team. If interested please send your resume to the address provided at the end of this job description;

**Qualifications:**

- Must possess or be eligible for Educational Facilities Manager certificate (CEFM)
- High school diploma required.
- Experience in school maintenance and custodial operations, or an equivalent mix of maintenance and custodial experience of large corporate facilities.
- Experience in direct supervision of maintenance personnel.
- General knowledge of construction, maintenance of heating, ventilation, air conditioning, electrical, plumbing and carpentry.
- General knowledge of building codes, state and federal OSHA and environmental codes.
- Experience in grounds care and maintenance.
- To be available either by phone, or in person, as needed after hours for any emergency situations in the building, including but not limited to maintenance issues, alarm issues, fire watch, or inclement weather.
- Current residency in New Jersey, within a reasonable emergency response time.

**Physical Qualifications:**

- Ability to lift at least 30lbs
- Ability to stand/walk for long periods of time and perform repetitive activities
- Ability to climb ladders and operate equipment such as scissor lift, floor scrubbers, lawn mower, leaf blowers, golf cart, etc.

**Reports To:** Business Administrator/Director of Public Works

**Job Goals:** Directly supervise the daily operations and maintenance requirements of the school. Oversee and coordinate the responsibilities of the school custodians. (Day and Night)

**Performance Responsibilities:**

- **Project management:** Plan for, review and monitor all District operational and maintenance projects in conjunction with the Business Administrator
- **Budget and financial records:** Maintain budget control for all operational and maintenance accounts under the auspices of the Business Administrator;
  - Plan for, review and monitor all district capital projects;
  - Prepare and submit to the Borough Administrator a preliminary operations and maintenance budget/Shared Service budget.
- **Staffing:** Supervision of maintenance/custodial staff
  - Ensure all custodial/maintenance personnel are regularly trained in the latest technology and safety procedures.
  - Evaluates the performance of custodians in accordance with board policy.
  - Recommend the hiring and/or termination of facilities staff.
  - Monitor the time records of all custodians in the school and certifies them for salary payment and submit to director of public works for review;
- **Daily operations:** Supervise the daily operations of the school through the school custodian(s) with final responsibility to:
  - Maintain work schedules for proper maintenance in the building;

- Direct the preparation of playing fields and grounds, and other necessary facilities for athletics and other school activities;
- Plan landscaping and grounds care to ensure effective and attractive schools.
- Oversee repairs, ensure that preventive maintenance schedules are met;
- Assist in monitoring outside contractors to ensure contracts are adhered to;
- Implement preventive maintenance program to ensure safe operation of equipment;
- Ensure all full time day custodial/maintenance personnel are trained on fire drills and how to reset alarms, lock down procedures, and all building emergency shut off/disconnect valves/switched in the event of you absence
- Ensure maintenance schedules, snow equipment, and Department of Motor Vehicles inspections are conducted on vehicles if applicable;
- Conduct periodic inspections of buildings and prepare facilities checklist at a minimum of every 3 months (quarterly).
- Ensure Right-To-Know and AHERA compliance.
- Supervise and oversee the improvement and renovation work performed by both in-house personnel and outside contractors, verifying that terms of all such contracts have been fulfilled before recommending final payment.
- Work with the Board's architectural and or engineering firms on capital projects and school initiatives.
- Directly oversee school snow removal operations, notify and advise the School Superintendent on conditions.
- Assist in the preparation of the school's Long Range Facilities Plan.
- Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition, and make repairs and improvements pursuant to code and to building permits properly issued by the local municipal government.
- Ensures that all fire/safety and environmental laws and regulations relating to the building maintenance and operation are enforced.
- **Record keeping:** Ensures all records and required documentation are maintained and up to day including but not limited to:
  - Completes custodial reports, building condition reports and other records as required;
  - Submit all necessary documentation to the Business Administrator relating to the State Department's QAAR and QSAC reports;
  - Inspection of inventory and review of recommendations to purchase supplies, tools, equipment, and fuel;
  - Analysis of preventative maintenance logs and other records as required.
  - Any other duties assigned by the Business Administrator/Public Works Director.

**Terms of Employment:** Full Time; Twelve month year. This position requires an annual physical to be completed by a certified physician.

**Send Resume to:**

Borough of Somerdale  
 105 Kennedy Blvd.  
 Somerdale, NJ 08083  
 Attn.: Municipal Clerk

Or email to: [mmiller@somerdale-nj.com](mailto:mmiller@somerdale-nj.com)