



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: Buildings and Grounds Foreman

QUALIFICATIONS:

- A. High School Diploma
- B. Knowledge of the basic principles of construction, maintenance, safety and security.
- C. Five years experience in a construction or maintenance position.
- D. One year prior supervisory experience or demonstrated supervisory skills within a construction or maintenance position
- E. Black Seal Boiler license.
- F. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

PRIMARY FUNCTION: To provide all students and staff with a physical environment that is safe, clean, attractive, pleasant and smoothly functioning.

REPORTS TO: Business Administrator/Board Secretary

SUPERVISES: All maintenance mechanics, including general and grounds, in consultation with the Business Administrator and building principals

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Assumes responsibility for the planning, scheduling and implementation of work order requirements.
- B. Supervises work order processing to insure that the proper scoping and implementation are performed in a timely, efficient and effective manner.
- C. Monitors work order processing to insure that work orders are initiated correctly, logged in properly and that completion is verified.



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- D. Discusses work orders with principals on a regular basis to determine priorities and scheduling.
- E. Initiates and monitors purchase orders required for materials and services necessary to accommodate work orders.
- F. Supervises maintenance employees to insure the safe, timely and effective accomplishment of their tasks.
- G. Participates in the recruitment, employment, assignment, transfer, promotion, demotion or dismissal of maintenance and grounds personnel.
- H. Participates in the coordination of vacation schedules for maintenance and grounds personnel.
- I. Participates in budget monitoring and preparation.
- J. Participates in the organization and implementation of a preventive maintenance program.
- K. Coordinates, supervises and inspects contractor work as related to work orders
- L. Monitors fuel oil consumption and coordinates all fuel oil deliveries.
- M. Supervises the grounds personnel to insure that the proper coordination is performed for the preparation of playing fields, grounds, and other necessary facilities for athletics and other school activities.
- N. Coordinates as required with the custodial foremen.
- O. Inspects all buildings and grounds on a regular basis to determine and insure that high standards of workmanship, cleanliness, safety and security are maintained.
- P. Assists in coordinating inspection agencies, building officials and contractors.

TERMS OF EMPLOYMENT: Twelve month position. Salary and work year to be established by the Board



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EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy.

BENEFITS:

Benefits are available to full-time employees per the negotiated contract.

BOE Approved Date:

BOE Review Date: