



# HADDONFIELD PUBLIC SCHOOLS

ONE LINCOLN AVENUE ~ HADDONFIELD, NJ 08033  
TELEPHONE: 856-429-4130 EXT. 207 FAX: 856-354-2179

## Vacancy Notice

**TITLE:** Facility Custodial Foreman

### **QUALIFICATIONS:**

1. Must possess Black Seal license
2. Demonstrate Leadership Skills
3. Have Knowledge related to Maintenance, Ground, and Custodial procedures.
4. Minimum of 5 years' experience working in an Educational Profession relative to Facilities operation.
5. Licenses preferred: Electrical, Universal refrigerant Usage, Journeyman's certificate, and any other Job related certificates.
6. Pass a Criminal History Review under the provision of P.L. 1986, C116.
7. Pass a physical examination in accordance with statute and board policy.
8. Valid New Jersey Driver's License.
9. Such additions and alternatives to the above qualifications as the Board may find appropriate and acceptable.
10. Ability to read and write English.

**REPORTS TO:** Facilities Director

**JOB GOAL:** To maintain the school facilities and grounds in a condition of operating excellence, cleanliness and safety, so that full educational use of them may be utilized at all times.

### **PERFORMANCE RESPONSIBILITIES:**

1. Oversee Daily custodial practices and reports concerns to the Facilities Director and Private Custodial Contractor. Regularly meets with Private custodial contractor to discuss areas of concern.
2. Oversee Daily Maintenance, Custodial and Grounds staff and assist with maintaining school buildings and grounds.
3. Is competent in all trades and proficient in at least three of the following: carpentry, HVAC, plumbing, electrical tile setting and laying, roofing, painting, cutting and welding masonry, concrete work, grounds maintenance and custodial service.
4. Operate a variety of equipment such as hand tools, lap top computers and diagnostic hardware to perform work.
5. Maintain and repair computerized electronic pneumatic and digital direct control devices related to HVAC and heat control, specifically Johnson Controls, and Invensys systems.
6. Requisition material and supplies, calls vendors to discuss needs for parts and custodial supplies, and recommends purchases and suppliers.

7. Has the ability to assist the Facilities Director with job planning and material ordering in all listed trades.
8. Has ability to lead others when assigned work with a crew.
9. Conducts themselves in a courteous, professional manner, making every effort to complete the assigned job with the least amount of interference with school program as possible.
10. Perform such duties as may be assigned by the Facilities Director, including assignments due to emergencies.
11. Work with minimal supervision when completing assignments.
12. A successful candidate in this role will be proactive (not reactive) leader, take inventory of the day-to-day improvements that are needed (with an eye towards the details), communicate the long term custodial plans for the school district, and develop/monitor measurable progressive improvements towards the long-term plans.

**EVALUATION:**

Job performance will be evaluated in accordance with the provision of the Board's policy on Evaluation of Support Staff Personnel and the negotiated unit agreement.

**TERM OF EMPLOYMENT:**

1. 12 month year
2. Salary to be determined based on experience
3. Non Union Position

BOE Approval Date: 4/20/2017