



# Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## Job Description

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**POSITION:** Supervisor of Maintenance

- QUALIFICATIONS:**
- A. High School Diploma
  - B. Knowledge of the 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. Certified Educational Facilities Manager
  - G. 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 and promotes a positive learning environment.

**REPORTS TO:** Business Manager

**SUPERVISES:** Maintenance personnel

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### **Operation:**

- 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.



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- C. Assure capital projects and prioritized in the right order, establish a timeline for completion and assure that projects are done on time.
- 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 personnel.
- H. Participates in the coordination of vacation schedules for maintenance personnel.
- I. Participates in budget monitoring and preparation.
- J. Participates in the organization and implementation of a preventive maintenance programs.
- K. Coordinates, supervises and inspects contractor work as related to work orders or as designated by the Business Administrator..
- L. Coordinates, as needed, with the Grounds Foreman and custodial supervisor.
- M. Inspects all buildings and grounds on a regular basis to determine and insure that high standards of workmanship, safety and security are maintained.
- N. Assists in coordinating inspection agencies, building officials and contractors.
- O. Respond to unanticipated facilities issues.

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

**EVALUATION:** Performance of this job will be evaluated by the Business Administrator in accordance with provisions of the Board's policy.



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BOE Approved Date: 11/14/2013  
BOE Review Date: