

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

Business/Plant Operations

Non-Certified

TITLE: Custodial/Maintenance Foreman

QUALIFICATIONS:

1. Black Seal License; high school diploma or equivalent training
2. Experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; electrical; as determined by the board, sufficient to perform the assigned tasks and work independently. Knowledge of the methods and techniques used in facilities maintenance and repair work. Ability to understand and respond to a wide variety of institutional situations and emergencies, including fire alarms, sprinkler activation, heat, plumbing, electrical, access, elevator, transportation, refrigeration and safety problems that arise
3. Supervisory ability and ability to maintain effective working relationships with fellow workers, teachers, administrators, parents and students. Ability to respond to emergencies on a 24/7 basis. On 24-hour call for emergencies and may be required to carry a phone. Ability to work courteously and cooperatively with any contractors
4. Demonstrated knowledge of fire/safety laws and proper handling of hazardous materials
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status. Must demonstrate a stable work history
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.
7. Ability to communicate effectively in English, both orally and in writing. Ability to give basic instructions to others. General math comprehension
8. Ability to perform long periods of standing, climbing, bending, stooping, moving of furniture, and walking; frequent lifting of objects weighing approximately 50 pounds and a driver's license which meets reasonable Risk Management Standards (RMS), which is the district's and the insurer's evaluation as to whether the driver's driving record (types of tickets and accidents) would be acceptable or would constitute an unacceptable risk for the employer
9. Education Facilities Manager Certification
10. Experience in use of School Dude
11. Experience in Requisitions, and procurement procedures
12. Experience working with external contractors in a public-school setting

REPORTS TO: Superintendent and or designee

SUPERVISES: All custodians, and maintenance under his/her authority

JOB GOAL:

To oversee the custodial operations of individual school facilities and ensure a safe, clean, and comfortable school environment; to carry out administrative tasks required to maintain and operate the plant to the required standards.

PERFORMANCE RESPONSIBILITIES:

Goals and Worker Activities

- A. Provide on-call service.
 - 1. Respond to emergencies including lock problems, core changes, elevator malfunctions, fire (resetting fire alarm systems and replacing fire extinguishers and smoke detectors as needed), floods, water main breaks, sewage back-ups, etc. Use a cell-phone or two-way radio to communicate with other staff and emergency personnel to provide information regarding the incident.
 - 2. Identify maintenance problems and perform minor emergency repairs on building and equipment to include doors, locks, lighting, windows, elevators, plumbing, and heating equipment, and report uncorrectable malfunctions to the appropriate person in a timely manner to minimize damage and injury. Troubleshoot or diagnose a problem and determine root causes and corrective action.
 - 3. Call in and assist trade persons (plumbers, electricians, etc.) with emergency situations.
 - 4. Lock and unlock outside and inside building doors, following established schedules, or specific instructions for special events, registered parties, etc.
 - 5. Service outside entries and sidewalks, including shoveling snow, salting walks, picking up litter, emptying trash, rectifying vandalism to outdoor furniture, etc.
 - 6. Respond to calls for emergency cleanup of spills, body fluids, broken glass, and floods, and respond to customer requests for linen, storage of luggage and other items, etc. Use a two-way radio to communicate with other shift staff as needed.

- B. Monitor equipment and systems. Follow procedures to make or request any required repairs.
 - 1. Check and record the temperature on all food service refrigerators and freezers every night.
 - 2. Check outside lighting monthly. Replace burned out lamps or report them for replacement, as required.
 - 3. Check exterior doors to make sure they are latching/locking properly, once per shift. Repair or report as required.
 - 4. Complete job orders as assigned.
 - 5. Prepare and distribute factual reports to involved shift staff. Report needed Work Orders (WO) to the Maintenance and Repair Service (School Dude).

- C. Perform lead worker responsibilities.
 - 1. Provide hands-on training. Note and report any areas in which the Manual needs up-dating.
 - 2. Promote good relationship skills and work habits by setting a good example.

- D. Utilize remaining work time in a constructive manner. Determine priorities to utilize extra time in a productive and efficient manner.
 - 1. Clean areas as assigned (offices, public areas, etc.)
 - 2. Collect recycled material and trash and get it out to the pickup area.
 - 3. Assist with special cleaning projects including scrubbing floors, cleaning rooms, carpets, etc., as assigned.
 - 4. Make sure vehicles have gas. Check and replace fluids as required. Have them cleaned monthly.

Inspections and monitoring

- 1. Monitors and regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity while ensuring that daily temperatures are satisfactory for the arrival of staff and students.
- 2. Conducts periodic inspections and tests of electrical installations in the school to ensure their safe condition.

3. Plans and oversees all maintenance and repair work in the building.
4. Works independently and uses sound judgment. Performs duties promptly and efficiently under pressure of deadlines.
5. Helps to maintain an inventory and recommends purchase of supplies, tools, equipment, and fuel.
6. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforced.

Communications, logs, monitoring and reports

1. Maintains preventative maintenance logs and other records as required.
2. Completes custodial reports, building condition reports and other records as required.
3. Monitors the time records of any custodians working at night in the school(s) and certifies them for salary payment.
4. Provides input into the evaluation of the performance of custodians in accordance with board policy.

Unique requirements for night shift operations

1. Work flexible hours, but which may encompass a rotating schedule
2. Learns and follows all procedures
3. Communicates information and needed repairs to day shift staff for further follow up or repair.
4. Performs related duties as required for daily operation of the school(s).

TERMS OF

EMPLOYMENT: 12-month employee Salary to be determined by the board of education.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by:

Date:

Revised:

LEGAL REFERENCES:

<u>N.J.S.A.</u> 13:1E-99.11	Solid waste management through 99.39
<u>N.J.S.A.</u> 13:1F-19	School Integrated Pest Management Act
<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record
<u>N.J.S.A.</u> 18A:16-1	Officers and employees
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:17-3, -4	Tenure of janitorial employees

<u>N.J.S.A.</u> 18A:17-41	Rules and regulations governing janitorial employees
<u>N.J.S.A.</u> 18A:41-2	Fire and smoke doors closed
<u>N.J.S.A.</u> 34:5A-1 <u>et seq.</u>	N.J. Worker and Community Right to Know Act
<u>N.J.S.A.</u> 34:7-1	License necessary
<u>N.J.A.C.</u> 6A:26	Educational facilities See particularly:
<u>N.J.A.C.</u> 6A:26-12.1	Facilities maintenance requirements
<u>N.J.A.C.</u> 6A:26-20.1 <u>et seq.</u>	Comprehensive maintenance plans
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations
<u>N.J.A.C.</u> 7:26A-1.1 <u>et seq.</u>	Recycling rules
<u>N.J.A.C.</u> 8:59-1 <u>et seq.</u>	N. J. Worker and Community Right to Know Act
<u>N.J.A.C.</u> 12:90-8.1 <u>et seq.</u>	Licensing of operating engineers and boiler operators
<u>N.J.A.C.</u> 12:100-4.2	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.