



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: HEAD OF MAINTENANCE**

## **QUALIFICATIONS:**

1. Possesses high school diploma or equivalent training/experience.
2. Has experience as supervisor in the field of building maintenance and/or construction.
3. Holds a valid New Jersey driver's license for Board of Education vehicles and holds certified driver's license for specific vehicles.
4. Holds a current State of New Jersey Black Seal Low Pressure Boiler License.
5. Is in good health and able to meet the demands of the position including, but not limited to being able to lift a minimum of 75 pounds.
6. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
7. Such alternatives to the above qualifications as the Board may find appropriate and applicable.

**REPORTS TO:** School Business Administrator/School Board Secretary or designee.

**JOB GOAL:** To oversee the maintenance staff in the upkeep, care, repair and operation of the school plant so that full educational use of it may be made at all times.

## **PERFORMANCE DUTIES**

1. Work Performance/Work Traits
  - a. Coordinates the assignment of daily work tasks for maintenance personnel in accordance with the School Business Administrator/Board Secretary or designee.
  - b. Maintains a rotating overtime schedule for the maintenance department and certifies overtime records of grounds personnel.
  - c. Performs maintenance department tasks as necessary and as assigned.

- d. Completes and maintains all reports and prevention maintenance programs as applicable.
  - e. Provides quality control for department projects.
  - f. Assists in the development and implementation of a districtwide preventive maintenance program.
  - g. Interprets plans, sketches, shop drawings and blueprints applicable to maintenance department projects and maintains an appropriate file of all documents related to district facilities.
  - h. Contributes information for the preparation of the annual budget of the district's maintenance operation then requests the purchase of maintenance supplies, equipment and replacement parts as required and as provided for in the budget.
  - i. Participates in interviewing all maintenance applicants and makes recommendations about candidates to the School Business Administrator/Board Secretary or designee.
2. School and Community Relations
- a. Cooperates and shares professionally with other members of the staff.
  - b. Keeps the School Business Administrator or designee informed about the activities and accomplishments of the maintenance staff.
3. Professional Improvement
- a. Participates in staff development opportunities to enhance job-related skills and knowledge.
  - b. Assists in the training of maintenance personnel.
4. Other Assigned Tasks
- Performs such other tasks and assumes such other responsibilities as assigned by the School Business Administrator/School Board Secretary or designee.

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary as established by the negotiated agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**EVALUATION:** Performance will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Support Personnel and the

terms of the Holmdel Township Board of Education/Holmdel Township Education Association.

**SOURCE:** Regular Board Meeting  
**DATE:** March 17, 1993  
**REVISED:** June 14, 1995