

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: **GROUNDS FOREMAN**

QUALIFICATIONS:

1. High School Diplomas or GED
2. Ability to read, write and communicate effectively in English
3. Ability to use a computer
4. Be clean and neat in appearance
5. Strong interpersonal skills
6. Ability to operate all required power tools and or equipment.
7. Have reasonable mechanical ability.
8. Possess a valid New Jersey Driver's License.
9. Must have a Black Seal Operator's License.
10. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.
11. The ability to bend, lift, squat, crawl, perform repetitive motions and work overhead.
12. The ability to climb ladders and work on roofs or ceilings.
13. The ability to lift 50 lbs. at least 25% of the time
14. Occasional ability to lift/carry equipment and supplies weighing up to 80 lbs

REPORTS TO: Directly responsible to the Facilities Manager and School Principal

JOB GOAL:

To provide all students, staff, community members and visitors with a safe, clean and healthy environment that functions at optimal efficiency on a daily basis.

ESSENTIAL JOB FUNCTIONS:

1. Must be employed on a twelve (12) month basis with work day schedule as jointly determined by any Facilities Manager and Business Administrator.
2. Bend, lift, squat, crawl, perform repetitive motions, climb stairs and ladder, work at heights, shovel, work in the elements, stand for long periods of time, and work and handle a hand truck.
3. Physically move and twist to complete normal daily activities such as mopping, sweeping, emptying garbage cans, moving furniture, etc.
4. Physically able to shovel snow, operate snow equipment, sweep sidewalks and steps, and salt during inclement weather.
5. Required to report to work for assigned shift during snow emergencies.
6. Maintains a professional relationship with all district personnel, students, community members and visitors at all times.
7. Maintains a positive attitude with a daily desire and willingness to learn anything new and welcome all challenges as they arise.
8. Accepts and follows the direction of the Facilities Manager just as those instructions are given and also ensures that all directions are carried through by all of those under his/her immediate supervision.
9. Capable of making sound, independent decisions as challenges or changes arise. Communicates necessary challenges to the Facilities Manager by the end of each day and implement any procedural changes that might help to eliminate future issues.
10. Maintains a constant, daily, open line of communication with all building administrative staff.
11. Maintains a constant, open line of communication with Custodial Foremen in order to coordinate all events and ensure that all events occur safely and without any delay, concerns or issues.
12. Ensures that the building is opened, safe and ready to be occupied by all each day. Notifies the Principal, the Vice Principal and the Facilities Manager of all issues immediately so that they may plan accordingly.
13. Manages SchoolDude on a daily basis in order to create, perform and delegate work orders each day.
14. Constantly remains aware of all events on a daily basis. Effectively plans for each event by proactively speaking to all those involved in order to obtain all event set-up requirements.

15. Maintains all athletic fields on a daily basis in order to ensure that each field is prepared properly and ready for safe play by the appropriate time, as indicated by the Athletic Director and/or Facilities Manager.
16. Adheres to the instructions given in the seasonal athletic field preparation and athletic equipment storage memos provided by the Athletic Director and/or Facilities Manager.
17. Maintains all other areas of the campus including, but not limited to, all plantings, flower beds, rock walls, courtyards, tennis courts, parking lots, roadways, curb lines and building entrances.
18. As it becomes necessary, cuts all grass and weed whacks all curb lines and flower beds a second time per week, after the landscape company has performed their weekly service.
19. Clears leaves and other debris from all entrances, walkways, courtyards, roadways and flowerbeds on a daily basis.
20. Mulch and/or consolidates leaves throughout the campus in between the landscape company's three fall leaf collection and removal services.
21. Ensure all buses are delivered and picked up for their quarterly bus inspections as well as any repairs that need to be made in between the quarterly inspections.
22. Remove all snow from each school bus each time it snows so that each bus is ready for any trip that it is scheduled to make next.
23. Perform daily inspections to ensure that all bus drivers are completing their pre and post forms accordingly for each trip. Ensures that all bus drivers are cleaning their buses after each trip and reports all issues to the Facilities Manager immediately.
24. Maintain and secures the grounds storage shed as well as the area around the storage shed and all other storage containers throughout the campus, at all times. Ensures that all those under his or her immediate supervision assist with doing the same.
25. Maintain the inventory of all grounds related supplies, tools and equipment on a daily basis, places all orders through the buildings and grounds secretary in a timely fashion and provides the buildings and grounds secretary with as much detailed information as possible in order for her or him to place the orders properly.
26. Perform regular preventative maintenance on all grounds related equipment as recommended by each manufacturer and ensures that all preventative maintenance and repair work that is beyond his or her ability is both sent out to and performed by local qualified mechanics. Ensures that all preventative maintenance and repair work is scheduled through and documented with the buildings and grounds secretary so that she or he can keep the equipment spreadsheets up to date.

27. Addresses all Integrated Pest Management concerns by performing the required work necessary to immediately correct concerns with the help of our pest control company and shares all information with the Facilities Manager.
28. Ensures that all those under his or her immediate supervision strictly adhere to the start times and duration of their daily allotted coffee and lunch breaks without extending them.
29. Directly supervises all summer grounds helpers to ensure that they work safely, adhere to their shift times, remain productive and do not extend their break and lunch times.
30. Ensures that grounds crew, including helpers, are practicing safe work habits and utilizing all of the personal protective equipment that they have been given and have signed off on. Report all issues to the Facilities Manager immediately.
31. Ensures that all deliveries, pick-ups, bank runs, etc. are made one person at a time in order to maintain productivity and efficiency.
32. Addresses all Indoor Air Quality concerns by performing the required work necessary to immediately correct these concerns. Shares all information with the Day Foreman so that he or she can document both the concern and the corrective measures taken into the IAQ Log Book for the Facilities Manager's immediate review.
33. Ensures that everyone handles all bodily fluids according to the protocol that has been provided and remains posted on the loading dock bulletin board.
34. Notices and addresses all safety issues such as fire hazards, trip and fall, AHERA, HazCom, ladder safety, chemical hygiene, confined space, SDS, Right to Know (RTK), etc. and notify both the Facilities Manager and the Principal of all issues immediately so that they can plan accordingly.
35. Ensure that all roof drains are checked at least every Friday and definitely before, during and after heavy rain or snow fall in order to prevent roof leaks, property damage and harm to all occupants.
36. Ensure that all floor drains are filled with water on a weekly basis in order to prevent sewer gases from entering the building. Ensure that all plumbing fixtures, including the irrigation system, are working properly each day and not being left to leak, drip or run overnight. Ensure that all such issues are repaired immediately.
37. Performs daily bathroom, hallway and staircase checks and cleans cafeterias after each use.
38. Performs daily boiler checks, logs entries every two hours and ensures that the entire day crew does the same.
39. Performs monthly fire extinguisher inspections, dates and initials them and ensures that the entire day crew does the same with their assigned extinguishers.

40. Perform any other tasks assigned by the Facilities Manager for the overall condition of the building/campus and for personnel management.
41. Perform any other tasks assigned by the Superintendent of Schools, Business Administrator, or their designee, where circumstances prevent assignment through the chain of commence described herein.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

BOE APPROVED: 3/19/18