

**MANSFIELD TOWNSHIP BOARD OF EDUCATION  
COLUMBUS NJ**

**Business/Plant Operations**

**TITLE:** CUSTODIAN

**QUALIFICATIONS:**

1. Black Seal License (if required)
2. Minimum experience as determined by the board
3. Knowledge of plant operation and maintenance; cleaning methods, and procedures; heating and ventilation; proper handling of hazardous materials
4. Ability to read, write and communicate effectively
5. Ability to frequently lift (or move) 50-80 lbs.
6. Ability to frequently work on ladders and use aerial lifts
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Head Custodian, Facilities Manager, Principal

**JOB GOAL:** Responsible for keeping assigned building(s) clean, safe, functional, and secure in accordance with prescribed codes and established district policies and standards. Assigned building(s) must be maintained in excellent operating order without presenting interruptions, distractions or obstacles to the educational process. Some overtime work should be expected and will include weekends

**PERFORMANCE  
RESPONSIBILITIES:**

1. Opens/closes the building each day. Determines, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
2. Maintains building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
3. Operates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.

4. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
5. Displays the U.S. flag during school hours on days when school is in session.
6. Cleans and dusts classrooms, offices, library and faculty room daily; empties waste baskets in these areas.
7. Cleans corridors after each school day, and during the day when their condition requires it.
8. Cleans and sanitizes bathroom fixtures and floors daily, and replenishes paper and soap supplies as needed.
9. Cleans and sanitizes all drinking fountains daily.
10. Cleans cafeteria dining areas after use.
11. Shovels, plows, salts, and/or sweeps sidewalks, steps, driveways and parking areas as necessary.
12. Obeys all fire/safety and environmental laws and regulations relating to the plant operation.
13. Keeps the grounds free from rubbish and debris.
14. Cleans chalkboards daily.
15. Moves furniture or equipment within the building as required for various activities and as directed by the head custodian or principal.
16. Complies with all laws and procedures for the storage and disposal of trash, waste, and debris.
17. Conducts an ongoing program of general maintenance, upkeep and repair, making minor repairs and reporting major repair needs promptly to the head custodian.
18. Cleans all windows on both the inside and outside as scheduled.
19. Keeps all floors in a clean and attractive condition and in a good state of preservation.
20. Performs grounds-keeping chores including grass-cutting, tree-trimming, leaf raking and removal of litter, to maintain the grounds in a safe and attractive condition.
21. Performs related duties as assigned.

**TERMS OF  
EMPLOYMENT:**

Salary and work year to be determined by MTEA negotiated agreement.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of non-certified staff.

**APPROVED BY:** Mansfield Township Board of Education

**REVISED DATE:** February 19, 2008; October 9, 2018 with addition of Legal References

**LEGAL REFERENCES:**

N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception  
N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system  
N.J.A.C. 18A:7F Comprehensive Education Improvement and Financing Act  
N.J.S.A. 18A:16-2 Physical examinations; requirement  
N.J.S.A. 18A:25-2 Authority over pupils N.J.S.A. 18A:26-1 Citizenship of teachers, etc.  
N.J.S.A. 18A:26-1.1 Residence requirement prohibited N.J.S.A. 18A:26-2 Certificates required; exception  
N.J.S.A. 18A:27 Employment and contracts  
N.J.S.A. 18A:28-3 No tenure for noncitizens  
N.J.S.A. 18A:28-5 Tenure of teaching staff members N.J.S.A. 18A:28-8 Notice of intention to resign required N.J.S.A. 18A:37 Discipline of pupils  
N.J.A.C. 6A:7 Managing for equality and equity in education  
N.J.A.C. 6A:8 Standards and assessment  
N.J.A.C. 6A:9 Professional licensure and standards  
See particularly:  
N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders  
N.J.A.C. 6A:9-5 General certification policies  
N.J.A.C. 6A:9-8 Requirements for instructional certificate  
N.J.A.C. 6A:9-9 Instructional certificates  
N.J.A.C. 6A:9-12.3 Authorization  
N.J.A.C. 6A:9-12.6 Supervisor  
N.J.A.C. 6A:9-14 Acting administrators  
N.J.A.C. 6A:9-15 Required professional development for teachers  
N.J.A.C. 6A:9-16 Required professional development for school leaders  
N.J.A.C. 6A:14 Special education  
N.J.A.C. 6A:16 Programs to support student development  
N.J.A.C. 6A:17 Students at risk of not receiving a public education N.J.A.C. 6A:30 Evaluation of the performance of school districts N.J.A.C. 6A:32-4.4 Evaluation of tenured teaching staff members  
N.J.A.C. 6A:32-4.5 Evaluation of non-tenured teaching staff members  
N.J.A.C. 6A:32-6 School employee physical examinations  
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.  
No Child Left Behind Act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 et seq.

**MANSFIELD TOWNSHIP BOARD OF EDUCATION  
COLUMBUS, NJ**

**Business/Plant Operations**

**TITLE:        FACILITIES MANAGER**

**QUALIFICATIONS:**

1. High School diploma, post secondary training related to professional responsibilities and New Jersey State Certified as Educational Facility Manager
2. Minimum experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation as determined by the board
3. Ability to supervise and coordinate the activities of department staff.
4. Demonstrated knowledge of architecture, school construction, engineering, plant operation, maintenance and management and school safety.
5. Experience in project estimation of labor and supply needs.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:**        School Business Administrator

**SUPERVISES:**        All custodial, maintenance and grounds staff

**JOB GOAL:**        To oversee the custodial/maintenance operation of the 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:**

1. Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district's schools, office facilities and grounds.
2. Establishes appropriate maintenance, grounds keeping, security and custodial requirements for each school building and installation.
3. Directs the maintenance of all buildings and grounds as to cleanliness and safety.
4. 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.
5. Recruits, screens, and recommends for hiring all custodial and maintenance staff.
6. Assigns and supervises al custodial, maintenance and grounds staff.
7. Evaluates the performance of custodians in accordance with board policy.

8. Monitors the time records of all custodians/maintenance/grounds personnel and certifies them for salary payment.
9. Completes custodial reports, building condition reports and other records as required.
10. Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.
11. Recommends for purchase necessary equipment and supplies and maintains an inventory.
12. Establishes and supervises summer cleaning schedules.
13. Maintains schedules of work for each individual building and sees to it that proper supplies are on hand in that building.
14. Establishes guidelines for the division of responsibility for minor in school repairs and emergency repairs.
15. Keeps abreast of new work methods, procedures and equipment.
16. Ensures that standards consistent with all applicable local, state and federal laws are maintained.
17. Inspects all school buildings and grounds on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
18. Plans and implements a program of preventative maintenance.
19. Organizes and implements an orientation program on proper operation and maintenance of school facilities for departmental personnel.
20. Assumes responsibility for Right-to-Know data practices, procedures and record keeping under the direction of the school business administrator.
21. Ensures proper maintenance and operation of department equipment, including motorized vehicles, tools and machinery.
22. Inspects and maintains fire alarm systems and fire extinguishers on a regular basis.
23. Prepares and administers the budget for maintenance, grounds, security, custodial supplies and equipment.
24. Supervises and inspects the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before authorizing final payments.
25. Directs the preparation of playing fields, grounds and other necessary facilities for athletics and other school activities.

26. Confers with Superintendent, Business Administrator and Board of Education when making plans for landscaping, planning and maintenance of various school grounds.
27. Interprets and enforces board policies regarding school maintenance, safety and security procedures.
28. Performs related duties as required for daily operation of the school.
29. Serves as the district compliance officer in charge of the following areas: AHERA, Integrated Pest Management, IPM Coordinator, PEOSH Hazard Communicator, and IAQ Program Coordinator.

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of education.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of non-certified staff.

**APPROVED BY:** **Mansfield Township Board of Education**

**DATE:** **May 21, 2007;** Revised October 9, 2018 with the addition of Legal References

**LEGAL REFERENCES:**

N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception

N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system

N.J.A.C. 18A:7F Comprehensive Education Improvement and Financing Act

N.J.S.A. 18A:16-2 Physical examinations; requirement

N.J.S.A. 18A:25-2 Authority over pupils N.J.S.A.

18A:26-1 Citizenship of teachers, etc.

N.J.S.A. 18A:26-1.1 Residence requirement

prohibited N.J.S.A. 18A:26-2 Certificates required; exception

N.J.S.A. 18A:27 Employment and contracts

N.J.S.A. 18A:28-3 No tenure for noncitizens

N.J.S.A. 18A:28-5 Tenure of teaching staff

members N.J.S.A. 18A:28-8 Notice of intention to resign

required N.J.S.A. 18A:37 Discipline of pupils

N.J.A.C. 6A:7 Managing for equality and equity in education

N.J.A.C. 6A:8 Standards and assessment

N.J.A.C. 6A:9 Professional licensure and standards

See particularly:

N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders

N.J.A.C. 6A:9-5 General certification policies

N.J.A.C. 6A:9-8 Requirements for instructional certificate

N.J.A.C. 6A:9-9 Instructional certificates

N.J.A.C. 6A:9-12.3 Authorization

N.J.A.C. 6A:9-12.6 Supervisor

N.J.A.C. 6A:9-14 Acting administrators

N.J.A.C. 6A:9-15 Required professional development for teachers

N.J.A.C. 6A:9-16 Required professional development for school leaders

N.J.A.C. 6A:14 Special education

N.J.A.C. 6A:16 Programs to support student development

N.J.A.C. 6A:17 Students at risk of not receiving a public

education N.J.A.C. 6A:30 Evaluation of the performance of school districts N.J.A.C. 6A:32-4.4 Evaluation of tenured teaching staff members  
N.J.A.C. 6A:32-4.5 Evaluation of non-tenured teaching staff members  
N.J.A.C. 6A:32-6 School employee physical examinations  
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.  
No Child Left Behind Act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 et seq.

TOWNSHIP OF MANSFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-226-RM-013**

**RESOLUTION ADOPTING A JOB DESCRIPTION FOR A UTILITY WORKER  
FOR THE MANSFIELD TOWNSHIP SCHOOL DISTRICT**

**WHEREAS,** Township of Mansfield Board of Education maintains job descriptions for positions within the School District and there are instances where new positions are warranted and also where job duties and qualifications are required to be amended; and

**TITLE:** UTILITY WORKER  
**PCR#:** AA1002

**QUALIFICATIONS:**

1. High school diploma or equivalent preferable.
2. Submit to and pass a criminal background check under the provisions of P.L. 986, C116.
3. Black Seal Boiler Operators License (If required)
4. Submit to and pass a physical examination by the school physician.
5. Valid New Jersey driver's license required.
6. Basic knowledge of computers; accessing e-mails, web based work order, scheduling, preventative maintenance and inventory control programs.
7. Must be capable of operating power equipment, including tractors, snow removal equipment, aerial lifts and other grounds related equipment.
8. Shall be able to operate custodial cleaning equipment such as scrubbing machines, carpet extractor, vacuums and other custodial related equipment.
9. Working knowledge of carpentry, masonry, roofing, painting and other maintenance related skills preferable.
10. Shall be physically able to climb steps, ladders, and scaffolding.
11. Ability to relate to staff and students.
12. Possess and maintain heating, ventilation and air conditioning certification.
13. Must be capable of operating the building automation system (BAS)
14. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**REPORTS TO:** Educational Facilities Manager

**JOB GOAL (S):**

1. To maintain the sites and physical facilities in a condition of operating excellence so that full educational use of them may be made at all times.
2. To provide students and staff with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop.

**PERFORMANCE RESPONSIBILITIES:**



1. Completes assigned maintenance work requests and associated documentation.
2. Maintains HVAC systems including preventative maintenance.
3. Regulates heat, ventilation, and air conditioning to provide temperatures appropriate to the season insuring economical usage of fuel, water and electricity.
4. Maintains interior and exterior building lighting.
5. Assembles and installs equipment essential for the operation of the buildings and the educational process.
6. Maintains food service equipment; including refrigeration units.
7. Tests emergency generator as required, maintaining documentation showing equipment was tested in accordance with State code.
8. Completes necessary repairs to pipes, drains, and plumbing fixtures in the facilities.
9. Maintains building envelope in good condition; these systems include roofing, windows, doors, masonry and flashing.
10. Completes preventative maintenance and repairs on all grounds equipment to assure safe reliable operation.
11. Paints interior and exterior building surfaces as directed.
12. Maintains and cares for school grounds, which includes mowing grass with a power mower and string trimmer, pruning trees and shrubs and applying mulch to produce an attractive appearance.
13. Connects sprinkling equipment and waters lawn and flowerbeds if required.
14. Inspects flowers, shrubs, and trees for evidence of insects, fungi and other pests.
15. Plows and/or shovels snow from sidewalks, driveways, parking lots and spreads sand or salt to prevent slipping.
16. Performs safety and maintenance inspections on district vehicles.
17. Raises and lowers the flag if required.
18. Performs custodial duties when assigned; these job assignments include but may not be limited to; mopping, sweeping and/ or scrubbing floors and other surfaces; vacuuming and extracting carpets. Cleaning white boards, dusting furniture, casework and related furnishings. Clean doors and windows. Cleaning corridors and stairs after school or during the day when their condition requires it. Clean and disinfect restroom floors, sanitary fixtures and drinking fountains.
19. May be responsible for opening or closing of the building if needed.
20. Moves furniture or equipment within buildings as required for various activities and as directed by the Educational Facilities Manager.
21. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste. Waste receptacles will be emptied, wiped clean, and washed when necessary.
22. Loads, unloads, receives and stores supplies and equipment.
23. Maintains pole barn in a neat and orderly manner.
24. Sets up rooms for community use, meetings and athletic events if assigned.
25. Operate sound and lighting equipment for school and community events.
26. Assists Educational Facilities Manager with maintenance and custodial inventory.
27. Responds to building alarms in accordance with the emergency call list.
28. Performs related duties as assigned.

**TERMS OF EMPLOYMENT:** Eight (8) hour day. Twelve month position. Salary as established by the negotiated agreement.

**EVALUATION:** Performance of the job will be evaluated a minimum of one time per year.

**NOW, THEREFORE, BE IT RESOLVED** that the above job description and/or amendments is/are hereby approved.

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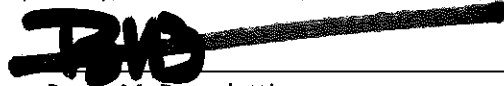
Alison Perrone, President



Bruce M. Benedetti  
Interim Business Administrator/Board Secretary

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Joseph Broski						X		1
2	Jared Fantasia, Vice President			X					2
3	Abbey True Harris			X					3
4	Lou Klein						X		4
5	Stacey Nicosia			X					5
6	Ramy Reddy		X	X					6
7	Scott Shumway						X		7
8	Maureen Villegas	X		X					8
9	Alsion Perrone, President			X					9

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting Not Voting due to Conflict. Quorum =



Bruce M. Benedetti  
Interim Business Administrator/Board Secretary  
[Authorized Representative]