

NORTH SCHUYLKILL SCHOOL DISTRICT
Job Description

POSITION: DIRECTOR OF BUILDINGS AND GROUNDS

PRIMARY FUNCTION:

The Director of Buildings and Grounds is a cabinet level/central administration position, being responsible for the School District support services operations. He/she is responsible for the administration of the District's buildings, grounds, maintenance services and construction services.

QUALIFICATIONS:

1. High School graduate or above.
2. Demonstrated knowledge of the basic principles of construction and building operations and maintenance trades, including, but not limited to HVAC, plumbing, electrical, carpentry and mechanical operation.
3. At least five (5) years of supervisory experience involving public or private organizations, facilities, maintenance, operation or construction.
4. Must have at least three (3) years of working experience in one of the following areas: electrical, plumbing or HVAC.
5. Good interpersonal and communication skills.
6. Knowledge of personnel management procedures and techniques.
7. Demonstrated experience with architectural, engineering and construction management disciplines.
8. Knowledge of new methods of technology, facilities management and preparation of bid specifications.
9. Position requires sitting, standing, walking or moving throughout the District, often for extended periods of the workday.
10. Performs a variety of duties, able to make judgments and work under a high level of stress.
11. Basic computer knowledge.
12. Valid Pennsylvania driver's license.

REPORTS TO:

Business Manager

SUPERVISES:

Maintenance Staff and Custodial Staff

JOB GOAL:

To maintain the physical school facilities in a condition of operating excellence, cleanliness and safety so that full educational use of them may be made at all times, consistent with the personnel and resources available.

PERFORMANCE RESPONSIBILITIES:**Operations**

1. Assist in the recruitment, employment, assignment, transfer, promotion, demotion, dismissal of maintenance and custodial personnel.
2. Administer the development and maintenance of all personnel information.
3. Develops and recommends policies and procedures relative to assigned areas of responsibilities.
4. Provide for the scheduling and coordinating use of the facilities.
5. Organize and implement any needed in-service programs on the proper operation and maintenance of school facilities for departmental personnel.
6. Schedule work routines for maintenance and custodial personnel.
7. Administer the work order process.
8. Assist in the preparation of budget information for maintenance and operations.
9. Prepare bid specifications for items relating to maintenance and operations of the school plant.
10. Maintain an inventory of all supplies and equipment.
11. Recommend for purchase necessary equipment and supplies.
12. Provide for the shipping, receiving and delivery of materials for the District.
13. Design, organize and implement predictive and preventative maintenance program.
14. In consultation with building principals, plan custodial services and evaluate custodial performance.
15. Supervise the overall maintenance and operation of all buildings and grounds including mechanical and electrical operating systems.
16. Conduct periodic inspections of all school facilities to ensure safety compliance.
17. Supervise and inspect work performed by outside contractors and verify that the contract terms have been fulfilled.
18. Administer facilities/maintenance contracts.
19. Provide construction management and supervision for all District building programs.
20. Establish appropriate maintenance, grounds keeping and custodial requirements for each building.

21. Develop and maintain files for all buildings. These files should contain blueprints, plans, specifications, contracts, bids and other pertinent information relative to building construction, maintenance and operation.
22. Participate in the process of developing architectural and mechanical plans for renovations and new construction.
23. Assists in the administration of the District's Integrated Pest Management Program (IPM).
24. Provide environmental management and maintain proper records on environmental issues.
25. Performs other such related duties as assigned by the Business Manager.
26. Perform physical and labor duties as needed.

TERMS OF EMPLOYMENT:

240 day work year. Hours would include first and second shift responsibilities each week. This is a salaried 12-month position. It requires 24 hours per day, 7 days per week "on call" duties. Hours determined by the Business Manager to meet coverage needs of the School District. Attendance at evening meetings will be at the discretion of the Business Manager.

EVALUATION:

Performance of this job will be evaluated annually by the Business Manager.