BOYERTOWN AREA SCHOOL DISTRICT
JOB DESCRIPTION

Position:	Supervisor of Facilities & Operations	Employee Group:	Act 93
Report To:	Director of Facilities	Created:	March 2022
FLSA:	Exempt	Revision Date:	March 2022
Work Year:	Full time/260 Days/8 Work Hrs. per Day		

Job Summary: To plan, direct, and coordinate all school district custodial and maintenance of the organization with the support of subordinate administrators. Responsibilities include all building and grounds renovations, construction of new facilities, and ensuring that the physical plant facilitates and environment which supports the educational mission of the Boyertown Area School District.

Supervisory Responsibilities:

Custodial Staff

Maintenance Staff

Essential Duties:

1. Directs the custodial and maintenance functions of all school buildings, grounds, and installations on a regular basis to ensure that high standards of workmanship, cleanliness, safety, and security are maintained to provide for the maximum welfare and safety of the teachers, students, and others in the buildings and on the grounds.
2. Supervises and evaluates reporting Maintenance Administrator and direct reports.
3. Collaborates with Director of Facilities in supervising and evaluating maintenance staff.
4. Collaborates with building principals and head custodians in supervising and evaluating custodial staff.
5. Coordinate the selection, placement, transfer, and promotion of maintenance/custodial personnel.
6. Oversees all building renovations and new construction throughout the district.
7. Maintains proper administrative controls, both financial and operational, including preventive maintenance, major repairs and emergency repairs. Oversees the preparation and authorizes appropriations for the custodial/maintenance budgets.
8. Conducts various cost and statistical analyses related to construction, renovations, acquisition, and development of land and/or property as presented in a multi-year capital improvement plan.
9. Participates in the process of site selection and acquisition. Assists in developing architectural plans for new construction. Participates in reconstruction planning conferences.
10. Monitors all construction projects. Ensures plans, specifications, codes, and regulations are observed and in compliance. Oversees a quality control program for workmanship and materials used in construction.
11. Supervises and maintains athletic fields, grounds, or buildings of the district to ensure athletic events and other school activities are held in safe and appropriate conditions.

12. Determines and prepares detailed specifications pertaining to supplies, materials, equipment, and work and recommends the lease or purchase of said equipment.
13. Oversees and inspects the improvement and renovation work performed by subcontractors. Verifies terms of all such contracts have been fulfilled before authorizing final payments.
14. Maintains a schedule for replacement of vehicles and equipment assigned to the district.
15. Oversees and coordinates all snow removal requirements including coordinating opening of school parameters with the superintendent. Ensures district vehicles used for plowing parking lots are in good operating condition.
16. Coordinates required inspections and related engineering programs with public agencies. Collaborates with the Administrator-in-Charge of Safety and Security on regular reviews of all security precautions and procedures and recommends additions, changes, or reductions in service as appropriate. Collaborates with building principals in establishing emergency evacuation procedures for each classroom and office.
17. Maintains liaison with governmental agencies having jurisdiction over or providing services to district buildings.
18. Keeps informed of the latest trends, developments, and products in the areas of maintenance, repair, and upkeep. Encourages innovation and experimentation as appropriate.
19. Establishes and recommends priorities on repair projects and estimates cost of repair projects in terms of labor, material, and overhead.
20. Establishes and implements a regular preventive maintenance program for all district buildings and grounds.
21. Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents, and community.
22. Performs other related duties as may be assigned by the Chief Financial Officer.

Qualifications and Requirements:

- Bachelor's degree required from an accredited college or university with an emphasis in architecture, engineering, business administration, planning, or a related area.
- Educational/public school experience preferred.
- Demonstrated managerial experience (five years preferred) and competence in general construction trades, mechanical and electrical systems, boilers, air-conditioning equipment, and water treatment and plumbing supplies, building cleaning, equipment and procedures, kitchen equipment, room maintenance, scheduling procedures and preventative maintenance.
- Experience in renovation and new construction (reading and interpretation of blueprints and manufacturer's specifications) essential.
- Strong skill set in human relations, communications, problem solving and organization.
- Must demonstrate expert computer, writing and communication skills.
- Completion of School Health Physical and TB test
- Completion of required background clearances
    - Act 34 - Criminal History Clearance
    - Act 151 - Child Abuse History Clearance
    - Act 114 - Federal Criminal Background Check

Physical Requirements:

- Employee is frequently required to stand, walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear.
- Employee frequently is required to reach with hands and arms.
- Employee is occasionally required to sit; frequently squat, stoop or kneel, reach above the head, and reach forward.
- Employee continuously use hand strength to grasp tools and climb on to ladders and will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.
- Employee must frequently lift and/or move up to 50 pounds such as a toolbox. Occasionally the employee will lift and/or move up to 90 lbs. Such as piping. Valves, etc.
- Employee will sometimes push/pull items such as tables, scaffolds, and air compressors.
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Visual acuity to read correspondence, computer screen
- Auditory ability to be able to use a telephone
- Ability to speak clearly and distinctly.
- Prolonged periods of sitting, standing and/or walking.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The employee will be required to follow any other job-related instructions and perform other job-related duties requested by the Superintendent or Designee.

The position holder must be able to perform the essential duties and responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform the Chief Human Resources Officer of any and all reasonable accommodation that will be required.

Boyertown Area School District is an equal opportunity employer.