

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Coordinator of Building and Grounds

DATE: August 7, 2019

REINSTATED AND REVISED: August 7, 2019

REPORTS TO: Director of Business Services

APPROVED BY: Board of Directors

JOB SUMMARY: Provide continuous supervision and the necessary expertise for all aspects of the building and grounds of all Midwestern Intermediate Unit IV owned facilities.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Establish and maintain effective and efficient procedures and criteria for cleaning and servicing of building, grounds and related equipment.
2. Supervise the overall maintenance and operation of building and grounds including mechanical and electrical operating systems.
3. Supervise and inspect work performed by outside contractors and verify that work is completed.
4. Establish and maintain procedures in accordance with board policy and guidelines recommended by the Executive Director and/or Director of Business Services for the requisitioning, purchasing, receiving, inspecting, storing, recording, operating, maintaining and distributing of supplies and equipment.
5. Establish and maintain efficient and effective procedures and criteria for the periodic inspection and evaluation of Midwestern Intermediate Unit IV owned facilities.
6. Assist with the supervision and annually evaluation of custodial personnel according to board policy.
7. Assist with the preparation of an annual buildings and grounds budget.
- ~~8.~~ Assist with the training of custodial personnel.
9. Assist in the recruitment, employment, assignment and dismissal of custodial and personnel.
10. Develop and manage day-to-day work routine of building custodians.
11. Develop and maintain files for Midwestern Intermediate Unit IV owned buildings. Files should include blue prints, plans, specifications, contracts, bids and other pertinent information related to building construction, maintenance and operation.
12. Provide environmental management and maintain proper records on environmental issues.

13. Organize security and schedule building usage.
14. Schedule custodial substitutes and overtime.
15. Coordinate and assist with all inter-office moves.
16. Perform other duties as assigned by the Director of Business Services.

QUALIFICATIONS:

- Five (5) years of experience in Facility Management required
- High School Diploma or equivalent required
- Possess comprehensive knowledge of building operating systems
- Possess basic knowledge and understanding of mechanical systems, Heating, Ventilation and Air Conditioning (HVAC) and facility disciplines
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 1418 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some bending and twisting of the body required
- Ability to lift and/or carry supplies weighing 75 lbs. or more
- Ability to climb, crouch, stoop, kneel, and crawl
- Ability to mostly sit with some walking, standing or moving throughout the district

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Subject to inside and outside environmental conditions
- Must be able to work in extreme cold (32 degrees or less) and extreme heat (90 degrees or more)
- Subject to physical hazards, including conditions that may affect the respiratory system and/or skin

TEMPERAMENT:

- Must be able to work in an environment with frequent interruptions
- Able to receive oral communication and convey details or important instructions to other workers accurately, loudly, or quickly

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess leadership skills
- Must possess supervisory skills
- Must possess basic computer skills
- Ability to operate various office equipment
- Ability to operate various maintenance equipment and vehicles
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job)