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School

**SCHOOL DISTRICT OF BRADFORD COUNTY**  
**SUPERVISOR OF FACILITIES AND MAINTENANCE**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- (1) Bachelor's degree from an accredited educational institution in a related field.
- (2) Five (5) years of supervisory experience in construction, facility maintenance or associated functions may be substituted for Bachelor's degree.
- (3) Experience in construction and/or maintenance.
- (4) Experience in school building administration, facility planning, plant management, architecture or related area.
- (5) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) requirements. Knowledge of current industry trends Skill in personnel supervision. Ability to conduct accident investigations. Ability to manage departmental budget and finances. Knowledge of the interrelationship of school system divisions. Ability to provide leadership and management essential to position. Ability to read and interpret architectural drawings and specifications. Knowledge of all construction trades. Ability to communicate orally and in writing Ability to use computers and related technology. Knowledge of technology applications as they relate to the maintenance department.

**REPORTS TO:**

Superintendent of Schools

**JOB GOAL**

To provide a safe, clean, well maintained environment to support the teaching/learning process.

**SUPERVISES:**

Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

- \*(1) Direct and supervise maintenance department staff.
- \*(2) Supervise and coordinate a comprehensive program of school plant maintenance that will ensure a safe, clean, attractive and pleasant school atmosphere.
- \*(3) Implement a program that provides for regular preventive maintenance
- \*(4) Implement an efficient system for dealing with emergency repair problems
- \*(5) Organize the assignment and supervision for all maintenance coordinators.
- \*(6) Develop cost estimates and recommend priorities on repair projects.
- \*(7) Recommend the hiring of contractors to perform maintenance or repair services when appropriate.
- \*(8) Recommend outside firms for maintenance of specialized projects and/or equipment
- \*(9) Develop and oversee an annual budget for maintenance and environmental compliance
- \*(10) Develop and coordinate short- and long-range plans for the maintenance of School Board facilities.
- \*(11) Ensure compliance with state statutes, rules, regulations and School Board policy relating to maintenance and construction.
- \*(12) Administer the department in accordance with all relevant statutes, state regulations applicable School Board policy and administrative directives.
- \*(13) Verify and authorize all department payrolls.

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## SUPERVISOR OF FACILITIES AND MAINTENANCE (Continued)

**Inter/Intra-Agency Communication and Delivery**

- \*(14) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- \*(15) Respond to inquiries and concerns in a timely manner.
- \*(16) Keep supervisor informed of potential problems or unusual events.
- \*(17) Serve on district, state or community councils or committees as assigned or appropriate.
- \*(18) Assist in providing oversight and direction for cooperative planning with other agencies.
- \*(19) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
- \*(20) Work closely with district and school staffs to support school improvement initiatives and processes.
- \*(21) Serve as the management representative in union-related matters impacting facility and maintenance services personnel.

**Professional Growth and Improvement**

- \*(22) Maintain a network of peer contacts through professional organizations.
- \*(23) Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
- \*(24) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \*(25) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- \*(26) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.

**Systemic Functions**

- \*(27) Assist in developing and maintaining safety standards consistent with state and insurance regulations.
- \*(28) Assist in developing a program of preventive safety for buildings and grounds personnel.
- \*(29) Participate with principals and others on matters related to contract procedures, disputes or disciplinary problems involving union support personnel.
- \*(30) Plan for general and specialized training to enhance the ability of employees and departments to serve the district.
- \*(31) Represent the district in a positive and professional manner.
- \*(32) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \*(33) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \*(34) Develop annual goals and objectives consistent with and in support of district goals and priorities.

**Leadership and Strategic Orientation**

- \*(35) Provide leadership and direction for assigned areas of responsibility.
- \*(36) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- \*(37) Assist in implementing the district's goals and strategic commitment.
- \*(38) Exercise proactive leadership in promoting the vision and mission of the district.
- \*(39) Set high standards and expectations and promote professional growth for self and others.
- \*(40) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- \*(41) Collaborate with Superintendent, other departments and agencies, and contribute to the planning and operation of the district.
- \*(42) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(43) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

**SUPERVISOR OF FACILITIES AND MAINTENANCE (Continued)**

Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan  
Length of the work year and hours of employment shall be those established by the district

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.