CATASAUQUA AREA SCHOOL DISTRICT

Maintenance *Per Union Contract*

Facilities Leader

Assignment: Districtwide
Department: Maintenance
Reports to: Director of Operations

Position Definition: The Facilities Leader is a full time salaried (12-month) position that directly reports to the Director of Operations. The Facilities Leader's main responsibility is to perform and supervise routine and extensive maintenance duties on all school buildings and facilities. The Facilities Leader often coordinates with the Grounds Leader, Custodial Leader, and district Administration when addressing projects, repairs, and the needs of the district.

Essential Duties and Responsibilities:

- ► Perform maintenance on buildings and building support equipment, including but not limited to heating, ventilation, compressors, pumps, refrigeration, water and sewage, emergency lighting, air conditioning, alarm systems, fire suppression systems, electrical systems, etc.
- ► Proactively prevent, recognize, and respond/remediate maintenance problems on district properties, including but not limited to proper maintenance of all systems, such as HVAC, electrical, plumbing, carpentry, flooring, masonry, drywall, and the building envelope.
- ► Provide leadership and supervision of assigned maintenance staff and external service providers.
- ► Perform various, pertinent facilities maintenance duties when deemed necessary.
- ► Work and communicate effectively within a team environment through use of appropriate interpersonal skills.
- ► Support and interact well within individual sites, departments, and third parties including students, school staff, parents, and outside entities.
- ► Work as part of the management team to successfully implement policies and procedures developed by the Department.
- ► Recognize and identify priorities in scheduling of work requirements and of staff members.
- ► Utilize dexterity in the correct use of equipment, materials, chemicals, and supplies.
- ► Provide orientation and direction to staff, ongoing training and development, and performance evaluation and job counseling.
- ► Employ and monitor appropriate accounting and inventory procedures for assigned budget and equipment.
- ► Employ quality assurance techniques in performing routine inspections of sites with reporting, directing, and following up with noted deficiencies to the Supervisor.
- ► Understand and promote confidentiality as the norm.
- ► Direct work practices and procedures required in maintaining and operating a building and its associated systems in accordance with all appropriate policies, guidelines, standards, and codes.
- ► Maintain a working knowledge of Health and Safety procedures which include fire and emergency plans.
- ► Perform any other related managerial, supervisory, or other duties as required.
- ► Make competent decisions, with minimal supervision especially during emergency situations.
- ► Demonstrate excellent professional communication skills
- ► Ensure adequate staff coverage for the department's operations allowing for work requirements, priorities, sick leave, vacations, community use, and labor standards according to staffing and scheduling policies.
- ► Competently monitor work performance of staff and conduct site inspections.
- ► Provide feedback to staff including assisting with performance appraisals, when environmental procedures and tasks are not completed satisfactorily and quality standards not maintained.
- ► Ensure a sufficient inventory of maintenance materials necessary for proper maintenance services, monitored and maintained according to Department's guidelines. Order material following proper purchasing procedures and practices according to financial limits as deemed by the supervisor.
- ► Accountable to control the facilities maintenance budget, ordering and inventory of supplies in accordance with district procedures.

- ► Serve as liaison between district administrators and facilities maintenance staff.
- ► Assist in supervision of the physical security of sites, systems, fire safety, snow removal, ice control, cleanliness of spaces, and to take necessary action to rectify deficiencies.
- ► Monitor, identify, and eliminate potential safety hazards.
- ► Investigate and report any accidents or safety concerns.
- ► Perform all required administrative functions and documentation, including time keeping, reporting, and scheduling relating to training and development, performance monitoring and quality control of work performed under supervisor's guidelines.
- ► Perform any other duties or responsibilities that may be assigned, pertaining to the school district facilities, by the Director of Operations or designee.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must be aware of proper safety procedures. Be a team player and relate positively to all staff.

Education/Experience
- ♦ High school diploma or general education degree (GED).
- ♦ Three to five years of responsible experience in supervision, preferably facilities maintenance. Should have knowledge of groundskeeping equipment.
- ♦ Documented experience and/or education in HVAC, electrical, and mechanical systems is highly desirable.
- ♦ Mechanical knowledge and experience related to machine and tool operation/use and maintenance..Ability to operate a pallet jack / forklift / pickup truck / snow plow / and machine mounted sweeper, for use during snow removal events.
- ♦ Technology experience.
- ♦ Retain a valid driver's license.

Reasoning Ability:
- ♦ Must have the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Also must possess a high level of ability to quickly make competent and decisive decisions regarding district resources.

Language Skills:
- ♦ Ability to read and interpret documents such as safety rules, technical manuals, operating and maintenance instructions, and procedure manuals. Also have the ability to read, write and speak the English language effectively with other individuals.
- ♦ Must be able to effectively communicate verbally, via email, and text, using electronic devices.

Physical Demands:
While performing the duties of this job, some of the physical requirements are the employee's ability to walk; occasionally required to stand; sit; climb; stoop; kneel. The employee must frequently lift and/or move a minimum 80 pounds.

Work Environment:
This position will require non-traditional work hours, including shift work, working days, evenings, weekends and including holidays and nights when necessary. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is regularly exposed to outside weather conditions and moving mechanical parts. Also must be able to properly operate tools and equipment utilized by the maintenance, grounds, and custodial departments.