DIRECTOR OF MECHANICAL SERVICES & BUILDING SYSTEMS
JOB DESCRIPTION

JOB INFORMATION

TITLE: Director of Mechanical Services & Building Systems

EMPLOYEE GROUP:	CLASSIFIED	**ADDITIONAL JOB CODES:**	606
SHIFT:	252 days		
TERM OF EMPLOYMENT:	Per Classified Compensation Plan		
HOLIDAYS:	As Per School Calendar		
LOCATION(S):	District-Wide		
RATE OF COMPENSATION:	As Determined by Administration		
FSLA:	Exempt	Non-Exempt	
Last Edited On:	07/10/2025	Board Approval Date:	

ORGANIZATION

DEPARTMENT: Mechanical Services & Building Systems **REPORTS TO:** Business Manager

JOB SUMMARY

SUMMARY

The Director of Mechanical Services & Building Systems is responsible for the oversight, maintenance, and operational integrity of all building systems and infrastructure. This includes direct management of technical trades (HVAC, plumbing, electrical, carpentry, etc.), oversight of designated custodial services, and ensuring the efficient and effective functioning of all school facilities. This role will focus on the hands-on, technical aspects of facilities, working in close collaboration with the Director of Facilities Management & Planning to support the overall strategic goals and ensure a safe, functional, and comfortable environment for students and staff.

QUALIFICATIONS

The Director of Mechanical Services & Building Systems shall:

a. Possess high school diploma or GED, Vocational training, Associate's degree, or Bachelor's degree in a relevant technical field (e.g., HVAC, Electrical, Mechanical Engineering, Facilities Technology) preferred;
b. Possess applicable trade licenses/certifications (e.g., Master Electrician, Master Plumber, HVAC certification) highly desirable;
c. Possess a minimum of 2-3 years of hands-on experience in building maintenance, skilled trades, or facilities operations;
d. Possess at least 1-2 years of experience in a supervisory or lead technical role, preferably in a large institutional or K-12 school setting;

e. Proven experience with building automation systems (BAS), energy management systems, and other integrated building technologies;
f. Possess expertise in the operation, maintenance, and repair of a wide range of building systems (HVAC, electrical, plumbing, structural, life safety);
g. Possess strong diagnostic and problem-solving skills for complex technical issues;
h. Possess proficiency in reading blueprints, schematics, and technical manuals;
i. Possess solid understanding of relevant building codes, safety regulations (OSHA), and environmental standards;
j. Possess ability to lead, mentor, and effectively manage skilled trades and technical custodial staff;
k. Possess excellent communication (written and verbal) and interpersonal skills;
l. Possess ability to prioritize tasks, manage time effectively, and work under pressure during emergencies;
m. Possess proficiency in using maintenance management software (CMMS) and standard office software; and
n. Possess a valid Pennsylvania State Driver's License and clean driving record.

ESSENTIAL FUNCTIONS

SCOPE OF RESPONSIBILITIES

a. Technical Operations & Maintenance
b. Supervision of Skilled Trades & Custodial Services
c. Budgeting and Financial Management
d. Project Management
e. Troubleshooting & Emergency Response
f. System Upgrades & Efficiency
g. Inventory & Asset Management
h. Collaboration & Communication
i. Safety & Compliance

SPECIFIC RESPONSIBILITIES

a. Technical Operations & Maintenance
    1. Oversee the maintenance, repair, and operational efficiency of all building systems, including HVAC, plumbing, electrical, mechanical, structural, pool, elevator, and life safety systems;
    2. Maintain appropriate level of certification for asbestos, pesticide application and use of swimming pool chemicals within the department. Monitor and ensure compliance with the Department of Environmental Protection relative to asbestos, radon, lead, copper, regulated volatile organic compounds, indoor air quality, pool chemicals and other environmental concerns;
    3. Develop and implement preventative maintenance programs for all critical building systems and equipment to maximize lifespan and minimize breakdowns;
    4. Manage and coordinate the work of skilled trades staff (e.g., electricians, plumbers, HVAC technicians, carpenters) and designated custodial teams; and
    5. Ensure all technical work complies with relevant codes, regulations, and industry best practices (e.g., building codes, fire codes, OSHA, EPA).

b. Supervision of Skilled Trades & Custodial Services
   1. Directly supervise, train, evaluate, and provide leadership to the district's skilled trades personnel and designated custodial teams focusing on technical aspects of building maintenance;
   2. Develop and implement efficient work schedules, assignments, and procedures for technical staff;
   3. Foster a culture of safety, technical excellence, and continuous improvement among the team; and
   4. Ensure proper use and maintenance of tools, equipment, and vehicles by technical staff.
c. Budgeting and Financial Management
   1. Develop, manage, and monitor the Mechanical Services & Building Systems portion of the operating and capital budget; and
   2. Provide the operating and capital budget to the Director of Facilities Management and Planning for incorporation into the full departmental budget.
d. Project Management
   1. Coordinate with the Director of Facilities Management & Planning to determine project leads;
   2. Lead and manage select construction, renovation, and repair projects, from conception to completion;
   3. Develop project scopes, timelines, budgets, and bid specifications;
   4. Coordinate with architects, engineers, contractors, and other stakeholders to ensure projects are delivered on time, within budget, within contract specifications, and to the required quality standards;
   5. Ensure compliance with all relevant building codes, safety regulations, and accessibility standards (e.g., ADA);
   6. Collaborate with and support the Director of Facilities Management & Planning for set up of major school / district events (graduation, Mini-Thon, musicals, etc.),
   7. Assist and support District Administration with the determination of weather-related closures by assessing District-wide road and travel conditions as needed;
   8. Ensure the maintenance of the grounds, snow removal and asphalt repair; and
   9. Directly supervise, train, evaluate, and provide leadership to the district's groundskeeping team.
e. Troubleshooting & Emergency Response
   1. Respond to all building emergencies in an on-call basis and notify proper individuals in the event of emergencies;
   2. Serve as the technical expert for complex facility issues and system failures focusing on the resolution;
   3. Lead troubleshooting efforts for building systems, diagnosing root causes of problems and implementing effective solutions; and
   4. Collaborate with the Director of Facilities Management & Planning to develop and implement rapid response protocols for facility emergencies (e.g., power outages, major leaks, HVAC failures), ensuring timely and effective resolution.
f. System Upgrades & Efficiency
   1. Collaborate with the Director of Facilities Management & Planning to identify opportunities for system upgrades, modernization, and energy efficiency improvements within school facilities;
   2. Provide technical input and recommendations for capital projects, renovations, and new construction, collaborating with the Director of Facilities Management & Planning; and
   3. Stay current with emerging building technologies, energy management systems, and sustainable practices.

g. Inventory & Asset Management
    1. Provide inventory of parts, supplies, and tools necessary for the mechanical services and building systems to the Director of Facilities Management & Planning;
    2. Assist in the development of asset management strategies related to technical infrastructure;
    3. In collaboration with the Director of Facilities Management & Planning, manage inventory and disposal of parts, supplies, furniture, equipment, and tools necessary for the maintenance and repair of building systems; and
    4. In collaboration with the Director of Facilities Management & Planning, maintain accurate records of system specifications, maintenance history, warranties, and repairs for all technical assets.
h. Collaboration & Communication
    1. Collaborate closely with the Director of Facilities Management & Planning on strategic planning, budget input, and major project execution;
    2. Communicate technical issues, project progress, and maintenance schedules effectively to school administrators, district leadership, and other stakeholders; and
    3. Work with external vendors and contractors for specialized technical services or major repairs, ensuring quality and compliance.
i. Safety & Compliance
    1. Ensure all technical operations adhere to strict safety standards and regulatory requirements;
    2. Conduct regular safety inspections of equipment and work practices; and
    3. Provide technical guidance and support to maintain compliance with environmental regulations.

MISCELLANEOUS RESPONSIBILITIES

The Director of Mechanical Services & Building Systems shall also:

a. Engage in professional learning as necessary to effectively perform all responsibilities of the position;
b. Operate District vehicles independently, via a valid driver's license, to complete job responsibilities and to fulfill district-wide maintenance needs;
c. Perform other duties as directed by the Business Manager and/or District Administration; and
d. Expected to report to work beyond regular working hours to make repairs of an emergency nature, snow removal and other weekend activities, or building checks as assigned.

WORK ENVIRONMENT

a. Office, Schools, meeting rooms, athletic facilities, and district properties;
b. Work indoors and outdoors; and
c. Travel to community resources as needed.

ATTENDANCE

a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

a. Frequent travel to school district buildings.
b. Frequent walking throughout various areas.
c. Often sitting at a desk for extended periods.
d. Standing for extended periods of time.
e. Occasional lifting up to 70 pounds.
f. Manual dexterity to use office equipment.
g. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

a. Visual acuity to read correspondence and a computer screen.
b. Auditory acuity to be able to use telephones.
c. Ability to speak clearly and distinctly.

TEMPERAMENT

a. Must be courteous and able to effectively manage students. Ability to work with school-age children in a school setting.
b. Must be able to interact well with various publics and individuals.
c. Must be able to work as a member of a team.
d. Must be cooperative, congenial and service-oriented, and promote these qualities in the classroom.
e. Must be able to appropriately handle confidential information.
f. Must have ability to analyze situations efficiently and objectively to determine a proper course of action.

COGNITIVE ABILITY

a. Ability to follow written and verbal directions and give direction to others.
b. Ability to create and delegate assignments.
c. Ability to complete assigned tasks with minimal supervision.
d. Ability to read, write and do complex computations.
e. Ability to use correct grammar sentence structure and spelling.
f. Ability to compose clear, concise sentences and paragraphs.
g. Ability to organize office setting to efficiently accomplish tasks.
h. Ability to work independently and make work-related decisions.
i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

a. Ability to operate office equipment.
b. Must appropriately handle confidential information.
c. Ability to manage a classroom with varied changing, service demand.

LICENSE

a. Valid Driver's License

COMMENTS

a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their supervisor of any and all reasonable accommodation requests.
c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.