



Supervisor of Buildings and Grounds
(Position Description)

POSITION TITLE: Supervisor of Buildings and Grounds

TERM OF EMPLOYMENT: 12-month position

QUALIFICATIONS: **Essential:**

- High School Diploma or Equivalent
- Successful experience in plant operation or comparable experience
- Supervisor/Supervision of staff experience
- Knowledge of, and/or training in HVAC systems, plumbing and electricity
- Good communication skills (ability to prepare verbal and written reports)
- Good math skills, ability to read and interpret plans
- Valid PA driver's license
- Must possess a working knowledge of computers
- Clearances:
 - 1.) Pennsylvania Child Abuse History Clearance
 - 2.) Pennsylvania Criminal History Record
 - 3.) FBI Background Check (Fingerprints)

Preferred:

- Journeyman's rating; or equivalent experience or training
- Ability to estimate materials and labor costs
- Recommendation from previous employers
- Prefer Associate Degree, or equivalent education, in the field related to the job description

REPORTS TO: Superintendent of Schools and/or Designee

SUPERVISES: Custodial and Maintenance Staff

EVALUATION: Performance of this position will be evaluated in accordance with Board policy and procedures.

JOB GOALS: The Supervisor of Buildings, Grounds and Maintenance will:

- Maintain effective and efficient supervision and administration of custodial and maintenance employees;
- Maintain an effective maintenance and inspection program for district-owned vehicles;
- Supervisor repair, renovation and construction projects; establish project priorities; and conduct a program or preventive maintenance;
- Maintain an inventory of all maintenance and custodial equipment, materials and supplies;
- Schedule and supervisor summer cleaning and maintenance programs;
- Provide for care and keep of grounds, including seasonal preparation of athletic fields and play areas and snow removal;
- Assist in the bid process by preparing bid information and specifications for bidding major repairs and improvement projects related to the maintenance of buildings and grounds;
- Purchasing of custodial and maintenance equipment and supplies;
- Assist in budgetary development in categories involving the supervisor of buildings and grounds;
- Participate in safety programs in the district.
- Work cooperatively with others who may be assigned district-wide responsibilities in whole, or in part, in the foregoing or other areas.
- Will discharge his duties and responsibilities within the structure of Board policies and under the direct supervision of the Superintendent.

PERFORMANCE RESPONSIBILITIES:

- 1) Must be available in case of an emergency.
- 2) Must be available to work Friday night home football games.
- 3) Plans, coordinates, schedules, directs and supervises all the custodial and maintenance activities, ongoing and preventive, to keep the facilities in a condition which are safe, healthy and comfortable for staff and students.
- 4) Prepares, distributes and maintains an inventory and warehouse of materials and supplies used in the operation and maintenance of the facilities and the educational program to ensure minimal waste of human resources and materials.
- 5) Prepares, reviews and/or monitors all bid lists, specifications and contracts for maintenance and general materials and supplies to ensure funds are expended in a judicious and proper manners.
- 6) Assists in the preparation of and then monitors the operational. maintenance custodial supplies, equipment, and contractual budgets to ensure that the programs are being operated within the approved financial limits established by the Board.

- 7) Assists in the recruiting, supervising, assigning and/or transferring of all maintenance and custodial personnel to ensure that staffing is efficient and effective in job performance.
- 8) Maintain effective and efficient supervision and administration of custodial and maintenance employees.
- 9) Assists in the interviewing of prospective employees, check references and recommend for employment.
- 10) Assign employees, as required, in the interest of efficiency, program accommodation and economy, and arrange for needed substitutes and extra help.
- 11) Maintain records for time worked, overtime, pay rates and absences and report same to the designed Central Office employee, as required, for payroll preparation.
- 12) Revise, as needed, the manual of job descriptions and duties for all custodial and maintenance employees and provide copies for newly employed personnel.
- 13) Develop and conduct an In-Service training program to accommodate new products and revised needs.
- 14) Provide for periodic inspection of facilities and work performance, including evening and night shift operations.
- 15) Provide for attention to requests, reports and complaints by other staff members and the public.
- 16) Participate in the collective bargaining process as a member of the district team, administer the provisions of negotiated agreements and serve as the district representative at Step 1 in the grievance procedure.
- 17) Maintain an effective maintenance and inspection program for district-owned vehicles.
- 18) Supervise repair, renovation and construction projects, establish project priorities and conduct a program of preventive maintenance for buildings, grounds, and equipment.
- 19) Identify needs by consultation with and reports from other staff members by personal observation and by Board direction.
- 20) Direct employees in performing work required; and provide necessary supplies and equipment.
- 21) In consultation with the Superintendent as required, establish priorities for such projects, observing seasonal and program needs.
- 22) Continue the development of a preventive maintenance program aimed at reducing down time of equipment and reduction of replacement and major repair.
- 23) Monitor contracted maintenance, repair, renovation and construction projects for compliance with specifications and bid conditions.

- 24) Constantly monitor and provide for energy efficient use of VAS system and other energy-consuming equipment.
- 25) Provide for a continuous inventory of all maintenance and custodial equipment, materials and supplies.
- 26) Provide for district storage, with a continuing inventory and replace, as needed, to assure ready availability and minimum disruption of services.
- 27) Provide for the distribution of supplies to buildings as required and direct responsible employee in the maintenance of building inventories.
- 28) Schedule and supervise summer cleaning and maintenance programs.
- 29) Employ additional seasonal help for summer cleaning and maintenance and repair projects.
- 30) Assign cleaning personnel to buildings and maintenance personnel to projects and job sites.
- 31) Provide supervision of work performance.
- 32) Provide for care and upkeep of grounds, including seasonal pre-parathion of athletic field, play areas, and snow removal.
- 33) Provide for mowing of grasses areas, trimming, cultivating and watering of shrubbery and trees. Reseeding and landscaping as required.
- 34) Aerate, seed, fertilizer and otherwise landscape, per schedule, athletic fields and play areas.
- 35) Provide for preparation of all athletic field as areas for scheduled events.
- 36) Prepare a schedule for removal of snow and/or ice control on driveways, walks, walkways, parking areas and steps.
- 37) Assist in the bid process by preparing bid information and specifications for bidding major repair and improvement projects related to the maintenance of buildings and grounds; and purchasing custodial and maintenance equipment and supplies.
- 38) Review bids received and recommend awards.
- 39) Monitor, with the Business Manager, the receipt of required bonds and certificates of insurance from successful bidders.
- 40) Assist in budgetary development and administration in categories involving the supervision of buildings, grounds and maintenance.
- 41) Develop budgetary estimates in consultation with other staff members, as required.
- 42) Initiate purchase order requests for custodial and maintenance supplies and equipment.
- 43) Verify receipt of deliveries and approve invoices for payment.

- 44) Monitor budgetary performance in pertinent categories.
- 45) Participate in safety programs in the district.
- 46) Serve on the district's Safety Committee.
- 47) Review principals' safety checklists for correction and remedy of deficiencies.
- 48) Exercise surveillance over employees in safety practices.
- 49) Review principals' safety checklists for correction and remedy of deficiencies.
- 50) Review inspection reports by Labor and Industry, Environmental Resources and insurance companies for correction and remedy of deficiencies cited.
- 51) Provide storage for furniture and equipment temporarily not needed and held in reserve.
- 52) Provide a depository for prints, plans, drawings and sketches of district buildings, grounds, and projects.
- 53) Attend school board meetings, special meetings and/or committee meetings of the Board of School Directors as required, making such reports and recommendations and providing such information as may be necessary to accomplish the business of the district.
- 54) Perform other duties and responsibilities as directed or assigned by the Superintendent or designee.

FOOTBALL FIELD:

An average of five (5) varsity games are played at the home stadium; and it is the responsibility of the Supervisor, Buildings and Grounds to ensure the field is ready for play. Junior High and Junior Varsity also play an average of four (4) to five (5) games each.

- 1) Lining of the field (NFL method)
- 2) Set-up of P.A. system and scoreboard which includes making sure equipment is put in storage after game use and the field house is secure.
- 3) Custodial duties, cleaning of home and visiting team's locker rooms. This is done by the Maintenance Department, with the use of extra help personnel.
- 4) To attend all games and assist with parking.
- 5) Determine if the football field can be used on Saturdays and Sundays in conjunction with the Superintendent for the youth football league. Determination includes but not limited to adverse weather conditions. *No outside leagues are permitted to use the field when Frazier teams are not involved, unless they have received approval from the Superintendent.*

- 6) Football field must be prepared for operations in summer months including plumbing for practices and camps.
- 7) Reverse operations after last football game winterization.

BASEBALL AND SOFTBALL FIELDS:

These fields are the property of Perryopolis Borough; however, they are maintained by the school maintenance staff for the boy's baseball and girls' softball teams.

- 1) Cutting of grass, lining the field, scraping, dragging and maintaining the infield.
- 2) With baseball and softball starting early in the year, considerable work must be done on these fields, as there is no drainage. Combination of sweeping water, sawdust and sand must be used.
- 3) After the last game, fields are no longer the responsibility of the Maintenance Department.
- 4) It is **not** necessary for the Supervisor to attend these games.

DISTRICT SCHOOLS:

The Maintenance Department is responsible for all heating, plumbing and electrical work. Other work includes: desk repairs, door repairs, roofing, bleachers, bank boards, pencil sharpeners, etc.

The Supervisor is responsible for the following:

- 1) Assign all custodial duties for members of the Teamsters Local at all district schools.
- 2) Supervision of maintenance and custodial employees.
- 3) Assign and supervise extra help personnel – used as needed.
- 4) Apply/request for extra help for the holidays and summer work.
- 5) All activities which fall within the scope of the Buildings and Grounds Supervisor:
 - a) All sporting activities which includes; opening the facilities, set up of bleachers if needed, clean up after activities have taken place, and requesting additional help, if needed.
 - b) Coordination of outside organizations using building facilities including, but limited to:
 - Memorial Day services held in the auditorium and at the Honor Roll.

- Band Parent and Booster Organization meetings
 - Sporting event practices and play, including Youth sports
- c) Snow removal at all buildings is done by the maintenance staff. All sidewalks and walkways must be cleared of snow and salted, if necessary. In the event of school closing, custodial staff can be brought in to assist with snow removal.
- d) The Supervisor is responsible to report to the Superintendent or Designee regarding road conditions of township roads and highways during inclement weather conditions. The Supervisor is to report to the superintendent prior to 5:00 a.m. on road conditions. This allows appropriate notification to bus company, TV news stations and radio regarding school delays and cancellations.
- e.) The Supervisor assists with fire drills and emergency disaster drills.

TERMS OF EMPLOYMENT 2024/2025

- 1.) Salary **\$60,000.00**
- 2.) 12 Month Position - Full-Time Employee, working a flexible 8-hour day.
(Days may be flexed to work evenings.)
- 3.) Health and Dental Benefits
- 4.) Life Insurance
- 5.) Disability Insurance
- 6.) Monthly Cell Phone Reimbursement
- 7.) Must be available to work Friday night home football games.
 - Personal Days (5)
 - Sick Days (10)
 - Vacation Days (15)

(The Building and Grounds Supervisor will not be eligible for overtime pay.)