

WYOMING VALLEY WEST SCHOOL DISTRICT

POSTING NOTICE

March 27, 2017

10 DAY POSTING

POSITION

SALARY

DIRECTOR OF BUILDING AND GROUNDS

NEGOTIABLE

Qualifications for position:

1. Applicant must have proven experience in all phases of building maintenance and grounds.
2. Must possess strong organizational, leadership and decision making skills.
3. Must be well versed in construction/electrical/mechanical systems.
4. Must possess the ability to multi-task and prioritize workload.
5. Ability to establish effective relationship with administration, employees and suppliers.
6. Must possess good verbal, written and computer skills.
7. Must possess mandated PA clearances and valid PA Driver's license.
8. Must be willing to devote time beyond the regular work day to resolve problems and attend scheduled school board meetings.

Duties and responsibilities:

1. Manage, direct and supervise all aspects of district facilities.
2. Prepare work schedules and implement best practice processes to increase work efficiency.
3. Monitor the newly implemented time clock system for all department employees and attempt to minimize over time whenever possible.
4. Conduct and document regular facilities inspections and ensure preventative maintenance procedures are followed.
5. Develop and implement cost effective initiatives.
6. Ensure efficient utilization of the maintenance, utility, custodial and cleaning staff.
7. Monitor and manage all district utilities to maximize efficiency.
8. Recommend improvements and repairs, major or minor, believed to be necessary. Make recommendations on bid specifications as may be required within the scope of this position.
9. Prepare estimates of operational, maintenance and capital project costs to be allocated in the annual financial budget of the district.

10. Ensure all district buildings meet code requirements and adhere to all fire and safety regulations.
11. Assist architects, engineers and others contracted by the district to help plan for renovations, additions and new construction.
12. Process leases for use of school facilities.
13. Serve as a liaison with WVVESPA, interpreting a contract and assure compliance by all parties in the agreement.
14. Monitor contract for refuse removal.
15. Implement inventory system of all facilities department equipment.
16. Assure security of all facilities.
17. Participate in interview processes and prepare recommendations for possible jobs within the scope of this position or as directed by the Superintendent.
18. Any other duties as assigned by the Superintendent.
19. Responsible for implementing evaluation system for immediate subordinates on yearly basis.
20. Oversee Supply Department.

Job Goal:

Assure the effective functioning of all the Wyoming Valley West School District facilities to provide an efficient and safe working environment for our students, employees and their activities by using the best practices to manage resources, services and processes to meet the needs of our school district.

Send resume, letter of interest and Act 34, 151 and 114 clearances to Mr. Joseph Muth – Director of Personnel.