

# MONITEAU SCHOOL DISTRICT

1810 West Sunbury Road, West Sunbury, PA 16061 Phone: (724) 637-2117 Fax: (724) 637-3862

[www.moniteau.org](http://www.moniteau.org)

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## **Position: Director of Buildings and Grounds**

### **Qualifications:**

- Trade or technical school degree preferred.
- Skill and knowledge in general building and grounds maintenance, as well as operation and maintenance of equipment and materials.
- Ability to supervise personnel and knowledge of labor issues.
- Ability to engage in short and long-term planning.
- Water license and sewage license preferred.
- Boiler operator Certification
- Pesticide License cat 00 Core preferred.
- HVAC Controls experience Metasys JCI Programming
- Electrical Experience, Single & 3 Phase
- Plumbing Experience
- Computer Experience
- Fork Lift Experience
- Vehicle Maintenance
- Must be available to address issues during all work shifts and school activities.
- Commitment to working as part of a team.
- Must possess a valid PA driver's license

### **Reports to:**

- Superintendent of Schools

### **Job Duties:**

- Supervision and evaluation of all custodial and cleaning staff.
- Interview, orient, supervise and evaluate all substitutes.
- Develop all work assignments and schedules.
- Develop of district-wide cleaning and custodial procedures.
- Assign work orders to appropriate personnel.
- Follow up on work orders to ensure they are completed in a timely fashion.
- Establish and direct a preventative maintenance schedule for buildings, grounds, vehicles, and other equipment.
- Schedule and oversee of snow removal and treatment of hazardous conditions on school grounds.
- Oversee and operate the sewage treatment plant in conformance with the Department of Environmental Protection (DEP) standards.
- Oversee and operate the water treatment system.
- Maintain all buildings and grounds so they are in compliance with local, state, and federal regulations and meet all required safety regulations or make recommendations that corrective action can be taken.
- Prepare the custodial budget and capital project requests.
- Inventory and purchase all custodial and maintenance supplies.
- Prepare bids and requests for proposals, as applicable to the position.
- Prepare and develop all district, local, state, and federal reports.

- Attend monthly work sessions, operations committee meetings, and other meetings as directed by the superintendent.
- Develop short and long-term plans for the department.
- Work directly with the Director of Athletics and Activities to ensure playing surfaces and facilities are safe, up-to-date, and prepared for all practices, games, and events.
- Perform other duties as assigned by the Superintendent of Schools.

**Physical Demands:**

- Ability to reach above and below the waist.
- Ability to use fingers to pick, feel and grasp.
- Ability to stoop, bend, kneel and twist the body will be required.
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to walk, stand, lift, climb, or move throughout the work environment.

**Sensory Abilities:**

- Visual acuity
- Auditory acuity

**Work Environment:**

- Some office work, but mostly moving throughout the buildings and grounds .
- Subject to inside and outside environmental conditions.

**Temperament:**

- Must possess excellent interpersonal skills.
- Must be able to work in an environment with frequent interruptions.
- Able to make judgments and work under high levels of stress.
- Must be team oriented.

**Cognitive Ability:**

- Ability to communicate effectively.
- Ability to organize tasks.
- Ability to handle multiple tasks.
- Ability to exercise good judgment.

**Specific Skills:**

- Must possess leadership skills.
- Must possess supervisory skills.
- Must possess technology skills.
- Ability to operate various office equipment competently.
- Must possess active listening skills.
- Must possess conflict mediation skills.
- Must possess fiscal management skills.
- Must possess effective verbal and written skills.

Twelve (12) month position.

Salary commensurate with experience.