

ANTIETAM SCHOOL DISTRICT
FULL-TIME, 12-MONTH, ACT 93 POSITION AVAILABLE IMMEDIATELY

Supervisor of Facilities and Maintenance

JOB SUMMARY: Directly responsible to the Director of Finance and Business Services and ultimately the Superintendent for all District Facilities, Maintenance, and Custodial Services.

QUALIFICATIONS:

- Experience in facilities management, construction management, and facilities planning preferably with a public school district.
- Effective leadership, organizational, communication, and budgetary skills.
- Knowledge of blueprints, schematic drawings, and writing specifications.
- Ability to organize, direct, supervise, and evaluate personnel involved in the operation of the physical plant of the school district.

RESPONSIBILITIES:

- Make recommendations concerning the selection of personnel, assignments, promotions, transfers, and terminations.
- Direct the training, assignment, and evaluation of employees.
- Prepare and manage the annual budget for each area of responsibility.
- Prepare specifications, meet with vendors, and recommend purchases of capital equipment, materials, supplies, and contracted services, as required.
- Represent the District at appropriate meetings, seminars, and institutes as a participant or attendee.
- Serve on the District Safety Committee and direct the enforcement of a comprehensive safety program.
- Direct the preparation of work orders for repairs, replacements, and improvements to school facilities and equipment.
- Knowledge of general trades involved in building maintenance and repair.
- Possess thorough knowledge of local and national codes, as well as construction practices.
- Establish and maintain a district-wide preventive maintenance program.
- Prepare proposals and cost estimates for specific projects as assigned by the Director of Finance and Business Services.
- Investigate new products, equipment, and procedures for opportunities to economize and/or improve the level of service.
- Coordinate the use, allocation, and rental of school facilities in accordance with District policies.
- Coordinate work by outside contractors and attend job meetings.

Interested applicants should submit a letter of interest, resume, copies of current clearances (PA Child Abuse, PA Criminal History, and FBI Fingerprinting), and Act 168 Form to the Antietam School District, Attn: Dr. Melissa Brewer, Superintendent, 100 Antietam Road, Reading, PA 19606. Deadline to apply: November 30th. EOE