



Anticipated Buildings and Grounds Supervisor

The Northeast Bradford School District has an anticipated opening for a full-time Buildings and Grounds supervisor position. The candidate will be responsible for the supervision of maintenance and custodial personnel; keeping district buildings, grounds and equipment in good condition to provide for the maximum welfare and safety of the staff, students, and others in the buildings and on the grounds. The Supervisor must be familiar with equipment operation, cleaning, and maintenance procedures; must have experience and competence in mechanical and electrical systems, boilers, air conditioning equipment, water treatment and plumbing systems, wastewater treatment systems, kitchen equipment, roof maintenance, scheduling procedures, and preventative Maintenance. The successful candidate must be able to work as an effective manager and team member.

Requirements/Expectations

- Supervises assigned personnel (e.g., providing recommendations for hiring and terminations, conducting evaluations, scheduling and coordinating professional development/training activities, etc.) to maximize the efficiency of the workforce, meet legal requirements and district objectives, and ensure the provision of excellent customer service.
- Approves all work requiring permits for ensuring compliance with applicable legal codes (e.g. building/grounds, health, safety, etc.).
- Establish appropriate maintenance, groundskeeping, security, and custodial requirements for the district.
- Determine detailed specifications for all supplies, materials, and equipment. Recommend necessary purchases of supplies and equipment.
- Establish the work schedule and coordinate the vacation schedules for all assigned personnel.
- Inspect all district buildings, grounds, and installations regularly to determine that high standards of workmanship, cleanliness, safety, and security are maintained.
- Conduct periodic inspections of all district facilities to ensure fire safety.
- Supervises and manages the execution of routine and preventative maintenance programs to maximize customer service and efficient and effective operations.
- Ensure that all security systems, fire alarms, and clock systems are operational and that all changes are properly approved and executed.
- Recommend items for inclusion in the budget for maintenance, grounds, custodial supplies, and equipment.
- Coordinate assigned budget to meet department objectives in compliance with district financial guidelines.
- Supervise and inspect all work performed by outside contractors and verify that the terms of such contracts have been fulfilled before authorizing payments.
- Direct the preparation of playing fields, grounds, and other necessary facilities for athletics and other school activities.
- Monitor the operation of the wastewater treatment plant to ensure that all district and state regulations are followed.
- Supervise the operation of the water treatment equipment and ensure that all water and wastewater testing is completed as required by law.
- Assist in the recruitment, employment, assignment, transfer, or dismissal of assigned personnel.
- Responds to emergencies to address immediate safety and health concerns.
- Conduct a continuing program of staff training and personnel development for custodial and maintenance staff to develop professional trade and safety awareness skills in compliance with district goals.
- Ensure that compliance with all applicable laws is maintained.
- Perform duties with an awareness of all district requirements and policies.
- Create summer cleaning and maintenance schedules that coordinate with district activities.
- Maintain good communication with the community, staff, and students.
- Provide support to maintenance and custodial staff during absences or as needed.
- Attend school board meetings monthly, safety committee meetings, and other meetings as
- All other duties as assigned.

NORTHEAST BRADFORD SCHOOL DISTRICT

526 Panther Lane | Rome, PA 18837

570-744-2521 | FAX 570-744-2933 | www.nebpanthers.com

Qualifications

- Associate's Degree or higher preferred, high school diploma or equivalent required; Clearances as required by law; Valid driver's license.
- Must be familiar with equipment operation and cleaning, and maintenance procedures.
- Experience and competence in mechanical and electrical systems, boilers, air conditioning equipment, water treatment and plumbing systems, wastewater treatment systems, kitchen equipment, roof maintenance, scheduling procedures, and preventative maintenance.
- Must be able to work as an effective manager and member of a team. Must be courteous, cooperative, congenial, and service-oriented, and promote these qualities. Must be able to work in an environment with frequent interruptions.
- Must be on call for emergencies in the buildings and on the grounds. Must strive to maintain a high level of morale and pride in the care of the buildings and grounds.
- Must be willing to obtain certification for water/sewer if required.

Compensation

- This is an administrative position. Twelve-month, salaried. Compensation, benefits, and other conditions of employment will be in accordance with the compensation plan and applicable policies.

Deadline to Apply

- Position will remain open until filled.

How to Apply

Qualified candidates, please send application, letter of interest, resume, current Act 34, 114, 151 clearances, Mandated Reporter Training, and PDE-6004 form to Sharon Goble, 526 Panther Lane, Rome, PA 18837, or email vperez@nebpanthers.com. EOE.