June 13, 2011

State College Area School District

Physical Plant Office

**Job Description – Building Maintenance Supervisor - First Line**

**Reports to:** Director of Physical Plant

**Supervises:** Technicians responsible for:

electrical, plumbing, refrigeration, HVAC, carpentry/locksmith, and associated tasks.

Other temporary help as assigned.

**Job Goal:** To provide students and other building occupants with a safe, attractive, comfortable, clean and efficient educational environment.

**Essential Daily Duties:**

1. Responsible for ensuring that the school district facilities and mechanical systems are operating in good order.

2. Provide guidance to a variety of staff in technical issues. 3. Provide direction to staff on prioritization and scheduling of tasks. Coordinate staff in regard to building activities, staff shortages, and emergencies.

4. Always ensures that safe working conditions prevail.

5. Maintain logs and complete inspections, request forms, reports and preventative maintenance as prescribed in the Physical Plant policy book. Also, regulatory reports and applications as required with outside agencies.

1. Manage work orders, budget and any other prescribed databases.
2. Review, approve and report payroll records and overtime for assigned staff.

8. Troubleshoot, diagnose, service, install and repair mechanical and plumbing related problems on systems including but not limited to:

a) Commercial kitchen equipment.

b) Air conditioners and air conditioning systems.

c) Boilers.

d) Pumps and circulators.

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e) Gas and oil burners and their control systems.

f) Plumbing fixtures.

1. Water delivery and sewerage systems.

h) Water softeners.

i) Air compressors.

j) Pool equipment.

k) Unit ventilators.

l) Sanitary and storm sewers.

m) Direct digital and pneumatic control systems.

n) Computer energy management systems.

o) Electric heating systems.

p) Motors.

q) Lighting.

r) Outdoor lighting and scoreboards.

s) Panels and breakers.

t) Outlets and switches.

u) Fire alarms.

v) Public address, clocks, and bells.

w) Network and cable TV.

9. Coordinates operations of the District Locksmith and aids the Director of Physical Plant in building security and access planning and implementation.

10. Works with customers to obtain specific details for the job to be done, and makes minor adjustments of work orders and coordinates work to be completed with the building principal to minimize disruption of classes or related student activities.

11. Quote, procure and maintain inventory necessary to complete assigned tasks.

12. Perform other duties as required in the interest of the school district or as assigned by the Director, Physical Plant.

**Required Equipment Proficiency:**

Must be able to operate, as well as train staff in the operation of, the following pieces of equipment:

1. Various hand tools.

2. Pumps.

3. Oxygen and acetylene tanks and related heating and cutting torches.

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4. Pipe threaders.

5. Electric welding equipment.

6. Power sewer cleaning equipment.

7. Electric meters and other electrical test equipment.

8. Wire cutter and crimper.

9. Key cutting equipment.

10. Truck and snow plow.

**Essential Periodic Duties:**

1. When necessary, administer verbal warnings, written warnings, (and in cases of insubordination) suspension, to assigned staff. Refer further disciplinary action to the Director of Physical Plant and aid in further processing of such.

2. Change over and start up of seasonal equipment.

3. Aid in facility planning and budgeting.

4. Aid in securing and coordinating services of outside contractors.

5. Plow snow.

6. Respond to emergency related requests during and after regular work hours.

The following are requirements representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:**

1. Must have a high school diploma or GED.

2. Must have a driver’s license.

3. Five (5) years experience in building maintenance, technical school degree or reasonable combination. Supervisory experience preferred.

4. Possess or have ability to earn EPA 608, universal technician’s certification within 180 days.

5. Must earn accreditation to monitor stack emission in accordance with 25 Pa. Code Chapter 139.

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**Skills:**

1. Ability to operate and utilize a computer.

2. Ability to work without supervision.

1. Ability to supervise other staff members.

4. Ability to communicate effectively with a wide variety of individuals and groups.

5. General understanding of blueprints and schematics.

6. Knowledge of locally accepted building, plumbing, and electrical codes.

**Physical Demands:**

While performing the duties of this job, the employee must stand, walk, or drive for most of the shift. Occasional climbing, crawling, bending and stooping are required. The employee is expected to lift up to 50 lbs. Vision and color perception are required to identify color coded equipment and adequately troubleshoot mechanical problems.

**Work Environment:**

The employee is expected to work outside in all kinds of weather. The employee must occasionally work in hot, cold, dirty, wet and/or noisy areas. The employee is required to clean bodily fluids.

During emergency situations (snow, flood, etc.), all physical plant employees will be considered essential employees.