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Position Title: Facilities Supervisor

Position Summary: Under the direction of the Chief Financial Officer, the Facilities Supervisor is responsible for maintaining all buildings and grounds in the best possible condition within budget constraints. Supervises Building Engineers, Firemen, Custodians, and Maintenance Personnel.

Term of Employment: 12 Months, 260 Days

Salary: Negotiable

Reporting Relationship: Chief Financial Officer

Qualifications:

- High School Diploma. Associates degree in technical field preferred
- At least 5 years of increasingly responsible related experience, including 2 years of supervisory responsibility. Trade experience preferred.
- Strong organizational and management skills
- A thorough understanding of all aspects of facility management including maintenance and custodial services.
- Proven interpersonal skills and the ability to develop and motivate staff

Essential Duties and Responsibilities:

- Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the District including school buildings, outdoor athletic facilities and an indoor pool
- Establishes and administers schedules and procedures for the regular, ongoing care of all District facilities including HVAC equipment, plumbing piping, equipment and fixtures, electrical wiring and equipment and infrastructure
- Coordinates and supervises grounds maintenance of the School Districts properties including athletic fields
- Develops and executes a preventative maintenance plan for District equipment
- Authorizes purchases and invoice payment for maintenance department equipment, supplies and contractor work
- Recruits, screens, recommends for hiring, assigns, and supervises all maintenance, grounds and custodial staff workers
- Makes recommendations for termination of employment of maintenance, grounds and custodial personnel as deemed necessary

Erie's Public Schools
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An Equal Opportunity Employer

- Determines and establishes detailed specifications pertaining to supplies, materials, equipment, and contractual work when soliciting competitive bids or quotations
- Supervises all contractors performing work for the District
- Maintains fire alarm systems and fire extinguishers on a regularly scheduled basis
- Approves time sheets for all maintenance, grounds and custodial personnel
- Keeps informed of the latest trends, developments, and products in the areas of maintenance, repair, equipment and procedures
- Maintains a security system for each building including electronic surveillance equipment
- Coordinates with local, county, state and federal agencies involving environmental, health, and safety issues
- Performs other duties as assigned

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

Special Requirements:

- **Physical Demands:** Frequently required to walk, stand, and sit. Occasionally required to climb, stoop, kneel, crouch, or crawl. Must frequently lift/move up to 50 pounds.
- **Work Environment:** School and office with frequent travel among schools, and various locations within the City of Erie. Frequent work near moving mechanical parts and exposure to wet and dry conditions. Occasional travel to meetings outside of the District.

Evaluation: Conducted annually by Chief Financial Officer

INTERESTED APPLICANTS SHOULD SUBMIT A LETTER OF INTEREST AND RESUME TO THE HUMAN RESOURCES DEPARTMENT, 148 WEST 21ST STREET, ERIE, PA 16502, NO LATER THAN 3:30 P.M. SEPTEMBER 12, 2016.

APPLICANTS MUST HAVE A BACKGROUND CHECK AS REQUIRED BY STATE LAW ACT 34 EFFECTIVE 1/86, CHILD ABUSE HISTORY CLEARANCE EFFECTIVE 7/96 & ACT 114 F.B.I. FINGERPRINT CHECK.

POST: 8:00 AM AUGUST 25, 2016

REMOVE: 3:30 PM SEPTEMBER 12, 2016