

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**JOB TITLE:**           **Director of Facilities and Operations**

**REPORTS TO:**       **Superintendent of Schools**

**JOB SUMMARY:** Serves as a member of the superintendent's cabinet. Plans, directs, and coordinates all school district custodial, maintenance, and security functions at the highest level of the organization with the help of subordinate supervisors. Responsibilities include all building and grounds renovations and construction of new facilities, transportation, and implementation of the district's Emergency Management Plan.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Reads and abides by the Pennsylvania School laws and regulations, Federal and State laws, and regulations governing educational and civil rights of students and others, Child Protective Services Act, the policies of the Board of Education, administrative manuals, and the terms of the Collective Bargaining Agreement.
2. Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents, and community.
3. Directs the custodial, maintenance, and security functions of all school buildings, grounds, and installations on a regular basis to ensure that high standards of workmanship, cleanliness, safety, and security are maintained to provide for the maximum welfare and safety of the teachers, students, and others in the buildings and on the grounds.
4. Oversees all building renovations and new construction throughout the district.
5. Directs the operations manager to coordinate the recruitment, selection, placement, transfer, and promotion of maintenance/custodial personnel.
6. Ensures all security systems are fully operational and all changes are properly approved and executed.
7. Maintains proper administrative controls, both financial and operational, including preventive maintenance, major repairs and emergency repairs. Oversees the preparation and authorizes appropriations for the custodial/maintenance/security budgets.
8. Conducts various cost and statistical analyses related to construction, renovations, acquisition, and development of land and/or property as presented in a ten-year capital improvement plan.
9. Participates in the process of site selection and acquisition. Assists in developing architectural plans for new construction. Participates in reconstruction planning conferences.
10. Monitors all construction projects. Ensures plans, specifications, codes, and regulations are observed and are in compliance. Oversees a quality control program for workmanship and materials used in new construction.

11. Supervises and maintains athletic fields, grounds, or buildings of the district to ensure athletic contests and other school activities are held safe and appropriate conditions.
12. Determines and prepares detailed specifications pertaining to supplies, materials, equipment, and local contract work and recommends the lease or purchase of said equipment.
13. Oversees and inspects the improvement and renovation work performed by subcontractors. Verifies terms of all such contracts have been fulfilled before authorizing final payments.
14. Responsible for the overall operation of the transportation department to ensure the safe and efficient transportation services for district and nonpublic school students.
15. Maintains a schedule for replacement of vehicles and equipment assigned to the district.
16. Oversees and coordinates all snow removal requirements including coordinating opening of school parameters with the superintendent. Ensures district vehicles used for plowing parking lots are in good operating condition.
17. Coordinates required inspections and related engineering programs with public agencies. Reviews on a regular basis all security precautions and procedures and recommends additions, changes, or reductions in service as appropriate. Directs the assistant supervisor of buildings and grounds to work with the individual building principals in establishing emergency evacuation procedures for each classroom and office.
18. Maintains liaison with governmental agencies having jurisdiction over or providing services to district buildings.
19. Keeps informed of the latest trends, developments, and products in the areas of maintenance, repair, and upkeep. Encourages innovation and experimentation as appropriate.
20. Establishes and recommends priorities on repair projects and estimates cost of repair projects in terms of labor, material, and overhead.
21. Establishes and implements a regular preventive maintenance program for all district buildings and grounds.
22. Oversees and directs the implementation of the district's Emergency Management Plan including training of all staff and emergency responders, coordination of district-wide emergency response team, routine inspections of facilities, periodic drills, security of buildings, maintenance of sheltered areas, and other related activities.
23. Performs other duties as assigned.

**QUALIFICATIONS:** Educational/public school experience preferred. Bachelor's degree required; Master's degree preferred. Demonstrated managerial experience (five years preferred) and competence in general construction trades, mechanical and electrical systems, boilers, air-conditioning equipment, and water treatment and plumbing supplies, building cleaning, equipment and procedures, kitchen equipment, room maintenance, scheduling procedures and preventative maintenance. Experience in renovation and new construction (reading and interpretation of blueprints and manufacturer's specifications) essential.

**REQUIREMENTS:** Valid Pennsylvania driver's license. Qualified medical examination as per Pennsylvania law. Valid criminal history check, child abuse clearance. Federal Bureau of Investigation criminal history investigation (if necessary).

**PHYSICAL DEMANDS:** Frequent travel to school district offices, classrooms, and regional office. Ability to reach above and below the waist. Ability to use fingers to pick, feel and grasp objects. Some stooping, bending, kneeling, and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 10 lbs. Ability to mostly sit with some walking and standing or moving throughout the work environment.

**SENSORY ABILITIES:** Visual acuity and auditory acuity.

**WORK ENVIRONMENT:** Typical office/classroom environment. Subject to inside and outside environmental conditions

**TEMPERAMENT:** Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Ability to make judgments and work under high level of stress.

**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, computer and supervisory skills. Ability to operate various office equipment. Must possess active listening skills. Must possess conflict mediation skills

**CLASSIFICATION:** Professional staff, Cabinet level position; 12 month classification. Cabinet Code – A.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*

