

**CRAWFORD CENTRAL SCHOOL DISTRICT
11280 MERCER PIKE
MEADVILLE, PA 16335**

**DIRECTOR OF BUILDINGS, GROUNDS AND TRANSPORTATION,
SAFETY & SECURITY COORDINATOR
SUPERVISOR OF HAZARDOUS MATERIALS**

QUALIFICATIONS:

1. Holds Bachelor's degree in Business Administration, Mechanical, Electrical Engineering, or other related area.
2. ~~Must have f~~Five years experience and a working knowledge in all Mechanical, Electrical and Structural ~~and inter-structural~~ functions within large facilities preferred.
3. Knowledge of Bus Routing Software and Route Design and PA State Reporting Methods and Procedures preferred.
4. Knowledge and understanding of hazardous materials.
5. Environmental Protections Agency (EPA) Accredited Asbestos Worker, Supervisor, or Designated Person
6. Three (3) years of supervisory experience in custodial cleaning practices.
73. Possesses Knowledge of and experience with computers and computer assisted technology
84. Minimum of ~~five~~three (3) years supervisory experience.
95. Such alternatives to the above qualifications as the ~~Board~~Superintendent may find appropriate.

REPORTS TO: Superintendent, ~~Assistant Superintendent of Schools~~ and Business Manager

JOB GOAL: Buildings and Grounds: ~~To Maintain the school~~Comprehensive and Efficient Management of District facilities in order to provide a safe and educational environment for students, staff and community stakeholders.

Transportation: To provide safe and efficient transportation to all public and nonpublic students. Ensure that students are safely and efficiently transported, that

equipment is properly maintained, staff is properly trained, supervised, and that proper financial controls are implemented and used.

Safety & Security: To oversee the District's emergency operation plans, access control to building entry, security cameras, and all appropriate required reporting functions as per Act 44.

Hazardous Materials: Identified as designated person for the District in regard to AHERA, integrated pest management and right-to-know protocols and requirements

PERFORMANCE RESPONSIBILITIES:

BUILDING AND GROUNDS

1. Provide Superintendent with information and report necessary for safe and efficient facility operations. Examines school buildings on a regular basis for needed repairs and maintenance.
2. Prepare and administer department budgets in cooperation with Business Department for requirements of PA School Code, Project and maintain an accurate long-term capital budget and an equipment and vehicle replacement plan. Establishes and recommends priorities on repair projects.
3. Supervises and assigns crews of maintenance personnel for repairs and maintenance work on District facilities. Involved in the hiring process for maintenance and custodial personnel. Estimates cost of repair projects in terms of labor, materials, and overhead.
4. Provide direction and leadership for custodial operations in regards to: methods, equipment, materials, training and safety. Assigns and supervises crews of craftspeople for maintenance work such as replacing worn or defective wiring, switches, faucets, plumbing, fixtures, etc; and repairing fencing, asphalt, concrete, ceilings, etc.
5. Develops a system for dealing with emergency repair problems with efficiency.
6. Approves/denies building request usages to establish cost and adequate insurance coverage. Prepares reports on cost of work completed, materials used, and labor.
7. Develop bid specifications or procurement methods for equipment, supplies, maintenance and repair projects in accordance with requirements of PDE, all State and Federal agencies, shall coordinate and inspect all contracted facility construction, maintenance and repair projects. Orders materials as needed, and makes recommendations of supplies and equipment for purchase.
8. Administer the District's Biomass Heating Facility in regard to: day to day operations,

~~preventative maintenance, fuel bids, specs, and ordering, DEP required reporting, and shared cost configuring. Assigns work orders; checks drawings and plans.~~

9. ~~Responsible for District compliance with all applicable laws and regulations affecting operations of District facilities, including but not limited to those requirements of : PDE, DEP, EPA, AHERA, PA DOT, and Labor and Industry. Consults with building managers regarding the establishment of regular preventive maintenance programs.~~
10. ~~Directs Building Managers in regard to staffing, cleaning procedures, products, methods and equipment purchases. Submits monthly report to Superintendent and Assistant Superintendent.~~
11. ~~Assists in the recruiting, screening, and selection for all craftspeople necessary to the maintenance program.~~
12. ~~Maintains a central inventory system for materials and equipment.~~
13. ~~Advises on the hiring of contractors to perform certain maintenance or repair services.~~
- 11.4. Keeps abreast of changes and developments in the profession by attending meetings, visiting schools, reading professional journals, publications and discussing issues of mutual interest with others in the field.
- 12.5. Works with Architects and Engineers during the renovation, addition or new building process.
16. ~~Consults with school and community organizations for the enhancement of school facilities.~~
17. ~~Oversees the Supervisor of Hazardous Materials person~~
18. ~~Performs other reasonable duties as are assigned by the Superintendent, Assistant Superintendent of Schools and Business Manager.~~

TRANSPORTATION:

1. ~~Coordinate and monitor all District transportation operations including scheduling of pupil transportation contractors to meet the needs of all regular school schedules and programs, student and athletic travel. Agree and update bus routes, stops, walking routes, taking into consideration student safety and district efficiency in coordination with contractors.~~
2. ~~Prepare and administer various training programs for drivers, including daily monitoring, and formal driver training schools in coordination with contractors.~~
- 3.2. ~~Create bid specification, advertise for and award fuel contracts for buses for contractors. Administer Transportation Financial Plan, which requires budget preparation, purchasing of supplies and equipment, and bid preparation for these items.~~

- ~~43. Provide information to Superintendent necessary to form decisions concerning closing of schools due to inclement weather or other related problems. Maintain a data information system using computers, enabling management to have access to various phases of transportation operations as it is deemed necessary.~~
- ~~45. Assist in contractor negotiations. Perform various administrative tasks such as completing government and district reports and reading and answering correspondence.~~
- ~~6. Coordinate a public relations program involving district personnel, students, parents and community in the safe operation and use of the District Transportation System.~~
- ~~—77.—Utilizes an electronic routing software program that helps determine routes, times and rosters and can support the annual state report and submit within deadline period. Assists in making certain that contractors secure and maintain adequate and safe transportation equipment.~~
- ~~—8.—Works with contractors and students to help maintain safety standards in conformance with state and insurance regulations and operates a program of preventative safety.~~
- ~~—9.—Acts as liaison with school administrators, parents, students, and contractors for consultation on transportation matters.~~
- ~~—10.—Takes an active role in solving discipline problems occurring on buses.~~
- ~~—11.—Provides superintendent with information necessary for decisions concerning closing of schools due to inclement weather or other related problems.~~
- ~~—12.—Keeps abreast of changes and developments in the profession by attending meetings, visiting schools, reading professional journals, publications and discussing issues of mutual interest with others in the field~~
- ~~13.—Performs other reasonable duties as are assigned by the Superintendent, Assistant Superintendent of Schools and Business Manager.~~

SAFETY & SECURITY COORDINATOR:

1. Fulfill Act 44 requirements.
2. Update District's Emergency Operation Plans and Supervise site specific plan updates.
3. Become member of LEPC and attend quarterly meetings
4. Prepare in conjunction with school principal's practice drills exercising other emergencies beyond fire drills.

SUPERVISOR OF HAZARDOUS MATERIALS

1. Maintains inventory of all materials and schedules for asbestos repairs/small scale removals.
2. Preforms Asbestos Hazard Emergency Response Act (AHERA) inspections as to facility management plans for all buildings and provides annual notifications.
3. Schedules lead-in-water tests and other tests as required.
4. Require inventories for all chemicals by department and make sure Safety Data Sheets (SDS) Right-to-Know is compliant for all.
5. Maintains central files on all buildings Asbestos Hazard Emergency Response Act (AHERA) and Right-To-Know.
6. Maintains personnel training files and submits certificate to personnel office for personnel file.
7. Arranges for disposal of hazardous chemicals.
8. Completes all State reports/grants.
9. Monitors and schedules training for licensed personnel to earn credits required to maintain license.
10. Responsible for pesticide (IPM) notifications, postings, notification of parents/staff with allergies prior to spraying.
11. Performs all other duties as are assigned by the Superintendent and Business Manager for all areas.

TERMS OF EMPLOYMENT: Salary and benefits to be determined in accordance with the Administrative Compensation Plan established between the Act 93 Group and the Crawford Central Board of School Directors

.EVALUATION: Performance will be evaluated annually in accordance with the provisions of the Board's policy on Evaluation of Administrative Personnel.

REVISED: October 30, 2006

REVISED: July 23, 2007 August 26, 2019