** Northern Tier Career Center**

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| **JOB TITLE** | **LEAD BUILDING AND GROUNDS MAINTENANCE**  |
| **FLSA** | NON-EXEMPT |
| **GROUP** | Support Staff  |
| **REPORTS TO** | Director |
| **JOB SUMMARY** | Serve as the lead for all buildings and grounds activities while making sure equipment, facilities and mechanical systems are in proper operating condition. |
| **ESSENTIAL DUTIES AND RESPONSIBILITIES** | 1. Monitor buildings and equipment to ensure proper operations.
2. Recommend priorities and perform repairs to the facilities.
3. Monitor and ensure efficient operation of district HVAC systems.
4. Maintain and monitor the security of the building(s) during the school day.
5. Assist in determining which jobs should be performed by outside contractors, and in the collecting of quotes as directed.
6. Perform snow removal and salting as necessary to provide free access to all entrances, exits and walks.
7. Order materials, as needed, and make recommendations of supplies and equipment for purchase.
8. Maintain grounds, driveway, and landscaping.
9. Inform the Director of hazardous conditions and/or repair work that is needed to be completed.
10. Complete work as assigned and report any deviation from it to the Director of the Center.
11. Provide oversight of all Building and Grounds employees, temporary and summer help as assigned.
12. Account for material and labor in relation to assignments.
13. Maintain compliance with all safety and code requirements/guidelines of state, local and JOC policies.
14. Consult with the Director regarding the establishment of preventative maintenance programs.
15. Serve as a positive role model for students in all aspects of performance, demonstrating pride in the honorable profession of public education.
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| **MARGINAL DUTIES AND RESPONSIBILITIES** | 1. Make inquiries and/or purchases as directed by the Director.
2. Maintain all assigned tools, vehicles and equipment in a clean and responsible manner.
3. Participate in meetings, workshops and conferences as required.
4. Support public education and student achievement.
5. Perform other duties as assigned by the Center’s Administration.
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| **QUALIFICATIONS** | * Leadership experience and professional certification in a related mechanical field preferred.
* High school diploma or equivalent required
* Must possess experience and understanding of mechanical systems, HVAC, electrical systems and the trades.
* Must possess excellent organizational skills
* Must possess excellent math skills
* Must possess a valid driver’s license
* Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
* Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
* Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
* Submission of Federal Criminal History Record in accordance with Act 114 of 2006
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| **PHYSICAL DEMANDS** | * Ability to reach above and below the waist
* Ability to use fingers to pick, feel and grasp objects
* Ability to perform repetitive motion
* Ability to lift/carry supplies weighing 80 lbs.
* Ability to climb, crouch, stoop, kneel, crawl and reach overhead while standing
* Ability to stand or walk for extended periods of the workday
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| **SENSORY ABILITIES** | * Visual acuity
* Auditory acuity
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| **WORK ENVIRONMENT** | * Subject to inside and outside environmental conditions
* Must be able to work in extreme cold (32 degrees or less) and extreme heat (90 degrees or more)
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| **TEMPERAMENT** | * Must be cooperative, congenial and service oriented
* Must possess excellent interpersonal skills
* Must be able to work in an environment with frequent interruptions
* Able to make good judgments and work under high levels of stress
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| **COGNITIVE ABILITY** | * Ability to follow written and verbal directions.
* Ability to read and write
* Ability to communicate effectively
* Ability to organize tasks
* Ability to handle multiple tasks
* Ability to exercise good judgment
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| **SPECIFIC SKILLS** | * Must possess technology skills.
* Ability to operate various maintenance equipment, vehicles and office equipment.
* Must appropriately handle confidential information.
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*(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)*