

TITLE: PLANT MANAGER

REPORTS TO: Chief Executive Officer

SCOPE:

The authority and responsibility of this position extends to all activities in the school pertaining to custodial and maintenance services.

PRIMARY RESPONSIBILITIES:

1. Assure that the school is cleaned prior to the start of each school day.
2. Assure that the building is open and available for staff and student arrival.
3. Supervise the maintenance and operation of the building, grounds, and equipment.
4. Supervise evening staff.
5. Inspect buildings and grounds including safety and security features and submit reports as necessary.
6. Perform a wide variety of general building maintenance repairs and services.
7. Operate and maintain the environmental controls within the building.
8. Safeguard and maintain an inventory of all supplies.
9. Arrange for storage of blueprints, drawings, and specifications of the building.
10. Develop a systematic procedure of resolving work order repairs.
11. Develop, initiate, and supervise a comprehensive preventive maintenance program.
12. Submit to the Chief Academic Officer a monthly report of activities completed for that month.
13. Prepare an annual budget and priority list reflecting the needs of the physical plant.
14. Develop annual custodial/maintenance action plan.
15. Develop a program to effectively and efficiently utilize utilities within the building.
16. Maintain consumption, repair, and cost records.
17. Assist in conducting monthly evacuation procedures for students, teachers, and staff.
18. Assure that the fire suppression system, fire extinguishers, etc. are operating effectively.
19. Develop a daily schedule of activities that need to be concluded before the school day begins, while school is in session, and upon the dismissal of students.
20. Provide notification to the owner should there be damage to the building or a need for repair.
21. Maintain a professional, courteous manner with all students, staff, parents, and vendors.
22. Oversee construction projects and attend progress meetings
23. Serve as Crossing Guard

EDUCATION, CERTIFICATION, WORK RELATED EXPERIENCES:

1. High school diploma required
2. Previous experience in providing cleaning services
3. Previous experience with HVAC and building energy management systems
4. Demonstrated computer experience
5. Possession of spraying license
6. Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
7. Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code) Nonresidents and Pennsylvania residents who have not resided in the Commonwealth for at least two years prior to the date of application for employment are required to obtain an FBI Criminal History Record
8. Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994

KNOWLEDGE BASED EXPERIENCES:

1. Demonstrated understanding of building environmental controls

WORKING CONDITIONS:

1. Perform manual work necessary to provide a clean environment for students and staff
2. Ability to do work from a ladder
3. Perform lifting a minimum of 50 pounds that would include delivery and transfer of supplies to the
4. School
5. Communication through the use of cell phone or pager
6. Stair climbing, walking, bending, standing, stooping and ladder climbing

TERMS OF EMPLOYMENT:

1. Specific terms and conditions of employment relating to salary and working hours will be set forth in the Board's policy on Administrative Compensation.

SALARY/BENEFITS:

1. Salary to be established by the Board of Education

EVALUATIONS PROCESS:

1. Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Administrative evaluation.

(Revised: November 8, 2010)

(Revised: January 10, 2011)

York Academy Regional Charter School is an Equal Opportunity Employer. ADA requires the York Academy Regional Charter School to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations. Interested candidates should submit a resume to York Academy Regional Charter School, 32 West North Street, York, PA 17401, Attn: Human Resources or email resumes to hr@yorkarcs.com.