

BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Operations Supervisor – Facilities

QUALIFICATIONS:

- A. Associate Degree in Business Administration, Management, or Engineering desired. Technical background preferred.
- B. Minimum of one to three years supervisory experience preferred.
- C. Ability to earn Integrated Pest Management License.
- D. Knowledge of federal, state, and local laws and mandates concerning buildings, grounds, and facilities.
- E. Ability to communicate effectively and direct facility management personnel.
- F. Familiarity in construction, mechanical devices, and building maintenance.
- G. Basic computer knowledge required.
- H. Valid driver's license required.
- I. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) or other state or federal healthcare program. Clearance as a provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

REPORTS TO:

Assistant Director of Operations

SUPERVISES:

Building & Grounds Maintenance Workers.
Secretary - Operations

POSITION GOAL:

To supervise programs related to building, grounds, and facilities within limits set forth by the Assistant Director of Operations.

PERFORMANCE RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

- A. Maintain the Intermediate Unit's work order system, including communication and reporting functions, and assigning and monitoring work orders.
- B. Implement and maintain preventive maintenance programs for Intermediate Unit buildings and grounds, including all record keeping, and training of maintenance staff.
- C. Supervise and evaluate all maintenance personnel.
- D. Develop and maintain operating procedures for supervised program.
- E. Operate and maintain HVAC and lighting control systems.
- F. Provide budgetary input for supervised programs.
- G. Operate security camera and card access systems.
- H. Recruit, screen, and recommend personnel for employment.
- I. Recommend items for capital improvement campaign for various BCIU sites.
- J. Inspect buildings and grounds, and related systems for maintenance and repair needs.
- K. Direct service providers, contractors, and vendors.

- L. On days of inclement weather, monitor and report on road and building conditions to BCIU Administration.
- M. Lead the snow and ice clearing operation at buildings designated by the BCIU Administration. This includes collaborating with the Lead Vehicle Maintenance Technician.
- N. On call 24/7 to attend to building and security issues.
- O. Review timesheets for Buildings & Grounds Maintenance Workers and Secretary – Operations for clarity and accuracy.
- P. Perform other related duties as assigned.

TERM OF EMPLOYMENT:

Exempt, Full-time, Twelve months/year. Salary established by the Intermediate Unit Board of Directors per the Compensation and Benefits Plan for Middle Management staff, SRI 17.

EVALUATION:

Performance in this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

BCIU is an equal opportunity employment, educational, and service organization.

Print Name	
Employee Signature	Date:

Revised: August 24, 2007
 April 21, 2011
 February 25, 2026

CC: Employee File