

2017-2018 FACILITIES LEADERSHIP TEAM – KEY RESPONSIBILITIES

POSITION:	Director of Facilities, Planning and Management	Supervisor of Operations	Supervisor of Custodial Services	Supervisor of Maintenance	Capital Projects Manager	Facilities Coordinator
NAME:	Dale Lauver	Jeff Kobernick	Dan Laird	Melford Smith	Chris Stefani	Elizabeth (Betsy) Hudson
REPORTS TO:	CFO	Director of Facilities, Planning and Management	Director of Facilities, Planning and Management	Director of Facilities, Planning and Management	Director of Facilities, Planning and Management	Supervisor of Operations
	<p>Maintain district schools, administration buildings, and a warehouse that includes all repairs, utilities, and custodial tasks. Maintain athletic fields and stadiums. Formulate long-range planning for the district's facilities and management of all construction in the district.</p> <p>Manages an effective program to accomplish all routine, emergency, and preventative maintenance for district schools, administrative buildings, and campuses.</p> <p>Engages in operational decision making as a member of the Administrative Team.</p> <p>Establishes and maintains a system to evaluate, prioritize, and accomplish facilities requirements.</p> <p>Plans for the long-range facility requirements of the school district.</p> <p>Formulates and executes policy issues for the maintenance and operation of facilities.</p> <p>Maintains a working relationship with surrounding townships and borough for the orderly planning, overall growth, and construction of facilities.</p> <p>Prepares, justifies, and executes a multi-million dollar annual budget for all facilities services and payrolls.</p>	<p>Supervises: 2: Facilities Use Coordinator & Deb Alvord</p> <p>Responsible for correct payroll information for the Facilities Use Coordinator, Deb Alvord and Kathy LaMar via oversight of the iSolved/Time Force internet application.</p> <p>Formulates and administers School Board policies for the maintenance and operation of the District facilities (school buildings, office space and grounds).</p> <p>Coordinates daily operations with local municipalities. Maintains a working relationship with state, county, and township operations (police, fire, ambulance, public works, emergency services & first responders, etc.).</p> <p>Responsible for installation, inspection, repairs, and operation of district security systems and building life safety systems (card access systems, lock and key systems, public address systems, burglar alarm, fire alarm, life safety systems, etc.).</p> <p>Ensures that District facilities are in compliance with safety regulations and insurance carrier recommendations. Ensures that equipment and systems are in compliance with Board of Health</p>	<p>Supervises: 82 Custodial Staff</p> <p>Plan, schedule, coordinate and supervise the housekeeping of all district buildings. Provide environmental services for the safety of employees and students, and address indoor air quality issues.</p> <p>Provide leadership in the supervision and evaluation of head custodians. Ensure that head custodians perform full and accurate evaluations of school custodial staff.</p> <p>Execute all applicable policies and directives of the School Board.</p> <p>Manage School Dude Inventory Direct (custodial inventory) systems.</p> <p>Maintain inventory and distribution of all housekeeping supplies, purchasing and awarding bids for supplies when necessary. Maintain and track custodial supplies inventory in the central warehouse. Fulfill requests for custodial supplies and ensure timely distribution and delivery by the DASD Courier</p> <p>Authorize, schedule, approve and monitor custodial overtime.</p> <p>Maintain schedules of substitutes in the event of absenteeism of custodial staff for all district schools.</p>	<p>Supervises: 18 Maintenance and Ground Staff</p> <p>Supervises building maintenance and grounds work throughout the District. Works directly with the DASD Facilities Maintenance hourly staff to insure preventative maintenance and corrective maintenance are accomplished. Supervises the computerized maintenance management system (CMMS) insuring that work orders are properly assigned and that preventive maintenance schedules are established and followed.</p> <p>Plan, schedule, coordinate and supervise the maintenance and repair work throughout the District.</p> <p>Oversee work order procedures and work order assignments, and track work orders to be completed in a timely fashion.</p> <p>Supervises the Facilities Department's utilization of CMMS (Computerized Maintenance Management System) data base for repair work orders. Develops and maintains preventive maintenance schedules. Ensure that data entered into the CMMS system is up to date and accurate. Prepares and reviews regularly</p>	<p>Acts as the representative for the District on assigned projects pertaining to renovation, remodeling, and capital improvement projects for all school district facilities from approximately May through October. Works with architects, engineers, and contractors whenever such services are required for a specific project. Oversees the timeliness and efficient completion of the scheduled projects.</p> <p>Oversees large repair (capital projects) such as: renovations; roof replacements; façade repairs; kitchen and cafeteria upgrades; artificial turf fields (new fields and end-of-life replacement of existing turf fields); outdoor track restoration; gymnasium renovations, etc.</p> <p>Along with architect, engineer, and District staff, reviews blueprints to ensure satisfactory design and coordination between architectural and engineering components.</p> <p>Manages construction contract, approves invoices, and</p>	<p>Acts as the point of contact for all events associated with the "Use of Facilities" Policy.</p> <p>Makes recommendations with respect to updates of the "Use of Facilities" Policy & guidelines.</p> <p>Receives all requests and reviews them to insure they contain all the required information.</p> <p>Works with the requesting agency to obtain additional forms and/or information.</p> <p>Determines if the request complies or does not comply with the School District's Policy and recommends approval, rejection and appropriate fees if applicable.</p> <p>Works with the Principal and/or Athletic Directors to insure they review and approve or deny the request.</p> <p>Maintains the status of all requests and invoices.</p> <p>If fees required, follow accounts receivable process and bill requesting agency.</p> <p>Maintains schedules for sports events and responds to requests for use of venues.</p> <p>Maintains schedules for building use and responds to requests for</p>

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NAME:	Dale Lauver	Jeff Kobernick	Dan Laird	Melford Smith	Chris Stefani	Elizabeth (Betsy) Hudson
REPORTS TO:	CFO	Director of Facilities, Planning and Management	Director of Facilities, Planning and Management	Director of Facilities, Planning and Management	Director of Facilities, Planning and Management	Supervisor of Operations
	<p>Convenes a monthly School Board Facilities Committee meeting, represents the administration, addresses and defends facilities issues, presents facilities plans, and responds to school board members and the public.</p> <p>Selects and manages professional architects, engineers, and consultants to perform facility design services and studies.</p> <p>Administers the design and construction of the capital construction program to build new educational and athletic facilities throughout the district.</p> <p>Formulates a Master Plan for facilities requirements and land acquisition to meet the long-range needs of the district.</p> <p>Implements regulations from the PA Department of Education regarding facilities and procure reimbursement through the Plancon process.</p> <p>Maintains communication with the CFO, Superintendent and School Board regarding facility matters, as well as, health, safety, welfare, and education of the students and staff.</p> <p>Administers \$5,000,000 per year in maintenance service and construction contracts.</p>	<p>requirements (where applicable).</p> <p>Serves as the chair of the district wide Safety Committee. Ensures that the Safety Committee complies with all School District Insurance Consortium (SDIC) recommendations and requirements.</p> <p>Manages and supervises outside contractors and suppliers. Ensures that inspections and repairs are performed on a timely basis. Obtains quotes and proposals for services on an annual basis. Equipment services include, but are not limited to: boilers, elevators, fire extinguishers, kitchen equipment, sprinklers, and fire suppression systems, chillers, cooling towers, emergency generators, well water systems, aboveground and underground storage tanks, and pest control.</p> <p>Upgrades and maintains control sequences in building automation and HVAC systems. Ensures efficient operation of all equipment in occupied mode, unoccupied mode, night set back, and building warm-up/cool down.</p> <p>Coordinates the operation of building HVAC systems with after-school and weekend use of facilities (athletics programs and community use).</p>	<p>Oversee confidential personnel issues for all custodial staff, including the institution of disciplinary measures.</p> <p>Supervise snow and ice removal on District sidewalks.</p> <p>Perform interviews for new custodial and seasonal staff hires.</p> <p>Provide direction and training on various housekeeping methods and proper operational procedures to accomplish daily cleaning.</p> <p>Address special concerns such as bacteria and viruses, and environmental concerns such as asbestos and mold.</p> <p>Review and resolve indoor air quality complaints/concerns.</p> <p>Conduct inspections of school district buildings to ensure a safe, clean working environment.</p> <p>Ensure compliance with Right to Know regulations (safety data sheets for cleaning and building maintenance chemicals that are inside the schools). Complete and file local, state and federal reports for Right to Know Law, and provide annual required training for all</p>	<p>scheduled work order status reports.</p> <p>Supervise lawn maintenance and landscaping throughout the District.</p> <p>Prioritize repair work orders and ensure that repairs are completed in a timely fashion. Evaluate work order backlog and determine staffing requirements.</p> <p>Track costs and manpower allocations related to repair work orders and small in-house projects.</p> <p>Evaluate the work performed by DASD hourly staff and seasonal/summer staff. Analyzes and determines productivity of individual staff members.</p> <p>Perform detailed budget analysis of maintenance and repair costs and assists the Director in developing the annual budget.</p> <p>Review and approve payment of invoices and accounts payable related to daily facilities maintenance.</p> <p>Monitor expenditures with respect to budget allocations.</p> <p>Conduct facility inspections at regular intervals to determine maintenance requirements. Manage preventive maintenance</p>	<p>approves and tracks change orders. Approves invoices for architect and engineer. Approves applications for payment and other invoices relating to assigned projects.</p> <p>In coordination with project architect and District administration, establishes project schedule for planning and construction.</p> <p>Communicates key planning dates to building principals and other project team members. Reviews status of schedule and apprises the Director of Facilities, Planning and Management of schedule changes and concerns.</p> <p>Makes frequent inspections of assigned projects underway to note contract compliance, the observance of safety regulations and reports discrepancies to the project architect.</p> <p>Prepares bid documents for all assigned projects as necessary. Reviews bid documents prepared by architects and/or engineers.</p> <p>Prepare periodic reports.</p> <p>Assist the Director in developing and maintaining a five-year plan for</p>	<p>use of buildings.</p> <p>Provide the business office monthly reports.</p> <p>Maintains event paperwork, prepares invoices and special reports.</p> <p>Input data into internet based facility use request/tracking system.</p> <p>Monitors the activities and behavior of applicants; enforces compliance with policies, guidelines, and safety procedures.</p> <p>Compiles program and attendance data for statistical reporting.</p> <p>Monitors weather and checks all facilities for safe and compliant usage.</p> <p>Programs BAS for needed heating/AC for events.</p> <p>Receives and responds to inquiries and concerns regarding programs and policies.</p> <p>Perform security tasks, including making periodic security checks of fields and gyms to ensure proper usage.</p>

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	<p>Ensures compliance of all environmental, health, safety, energy, and building code issues.</p> <p>Resolves contractual disputes, complaints, and inquiries from the public and staff regarding facilities matters.</p> <p>Manages staff members to efficiently maintain the facilities plant.</p> <p>Oversees, monitors and procures facilities maintenance tools & supplies.</p> <p>Obtains new equipment and vehicles.</p> <p>Must be on call for emergencies 24/7 via phone access.</p>	<p>Manages and compares District wide utility consumption and costs. Compiles benchmarking records. Generates revenue through participation in utility rebates and demand response (electrical curtailment programs).</p> <p>Develops and implements programs to reduce energy consumption throughout the District.</p> <p>Maintains and complies with all operating permits. This includes, but is not limited to, air operating permits, storage tanks (AST & UST), elevator certificates, and boiler certificates.</p> <p>Performs detailed budget analysis and assists the Director in developing the annual budget.</p> <p>Tracks maintenance and operating costs.</p> <p>Reviews and approves payment of invoices and accounts payable related to facilities operations. Monitors expenditures with respect to budget allocations.</p> <p>Assists the Director in developing and maintaining a five-year plan for maintenance, repair, and equipment replacement.</p> <p>Must be on call for emergencies 24/7 via phone access.</p>	<p>Facilities personnel.</p> <p>Manages district wide AHERA program. Completes and files local, state, and federal reports.</p> <p>Maintain and update the District-Wide Custodial Procedures Manual. Ensure that procedures are followed at all schools.</p> <p>Provide input for the annual budget.</p> <p>Attend Supervisor meetings.</p> <p>Establish performance levels for subordinates and perform formal appraisals of their work performance.</p> <p><i>Additional Duties:</i></p> <p>Direct and provide various training for all custodial and maintenance personnel.</p> <p>Core shift hours 1:00 PM to 9:30 PM on days when school is in session. Work from 7:00 AM to 3:30 PM on days when school is not in session and on days during summer break.</p> <p>May be required to attend position-related education and training opportunities to keep abreast of current best practices and codes.</p>	<p>program. Prepare periodic reports.</p> <p>Assist the Director in developing and maintaining a five-year plan for maintenance, repair and equipment replacement.</p> <p>Direct supervision of DASD hourly staff (carpentry, plumbing, HVAC, electrical, painting and grounds). Performs personnel functions including, but not limited to, performance reviews, performance improvement plans and disciplinary action.</p> <p>Directs the training of all Facilities Maintenance hourly personnel, including regular safety training.</p> <p>Ensures the availability of maintenance personnel during the weekend, holidays and after hours, in the event of an emergency.</p> <p>Coordinates and implements a snow and ice removal plan during inclement weather.</p> <p>Oversees, monitors and procures facilities maintenance tools & supplies. Assigns and allocates District equipment and vehicles. Evaluates equipment and vehicle utilization. Obtains new equipment and vehicles.</p>	<p>maintenance, repair and equipment replacement.</p> <p>Serves as District contact person for Pennsylvania Department of Education and local municipal governments for assigned construction matters. Attends meetings necessary to obtain governmental approvals.</p> <p>In coordination with project architect and/or engineer, establishes project budgets and monitors expenditures relative to budget.</p> <p>Coordinates planning and design meetings for assigned projects with architect, engineer, principals and other administration as necessary. Prepares minutes of all meetings and keeps them on file for assigned projects.</p> <p>During construction, reviews all requests for change orders and resolves such requests in coordination with the project architect. Insures that all change order documents are completed. Also during construction activity, holds monthly meetings with architect, engineer, building principal and other administration as necessary to</p>	

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		<p>Performs other duties as assigned by the Director of Facilities, Planning, and Management.</p>	<p>Work independently and with others to accomplish functions.</p> <p>Use proper safety procedures and comply with all safety regulations. Required to demonstrate good judgment and safety precautions. Other duties as may be assigned.</p> <p>Must be on call for emergencies 24/7 via phone access. Responsible for first position for all emergency calls.</p> <p>Performs other duties as assigned by the Director of Facilities, Planning and Management.</p>	<p>Oversees, monitors and procures facilities maintenance supplies and parts. Maintains, updates and monitors supplies and parts inventory in the appropriate data base.</p> <p>Oversees the maintenance of the district wide Building Automation System (BAS) to ensure proper operation.</p> <p>Must be on call for emergencies 24/7 via phone access.</p> <p>Performs other duties as assigned by the Director of Facilities, Planning and Management.</p>	<p>track the progress of construction activity and resolve issues. Meetings may be more often when necessary.</p> <p>In coordination with project’s architect and/or engineer, ensures that punch list and warranty items are resolved in a timely manner.</p> <p>Serves as the point person to coordinate work activities with building principal and school activities. Individual must communicate with building personnel about contractor activities, staging areas, working hours, noise restrictions and material storage.</p> <p>Responsible to ensure all contractors personnel have submitted all required clearances before working on school sites.</p> <p>For assigned projects, ensures that all manuals of operations for all mechanical systems in each facility, including description of equipment (manufacturer, model, typical operation) and operating instructions (starting procedure, required tests, normal settings, training on</p>	

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					<p>new equipment, etc.) are delivered by contractor, architect, or engineer.</p> <p>Maintains a project log for each assigned project as directed, including records of weather and key activities, meeting minutes, progress reports, and all other information relative to the assigned projects as necessary.</p> <p>Must be on call for emergencies 24/7 via phone access.</p> <p>This list is intended to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the Director of Facilities, Planning and Management.</p>	
BOARD CMTE:	Facilities Committee					