



Programs of the Western Pennsylvania School for the Deaf

POSITION TITLE:

Supervisor of Maintenance & Housekeeping

REPORTS TO:

Director of SSDHHC

LOCATION:

537 Venard Rd
Clarks Summit, PA 18411

JOB

DESCRIPTION:

This is a full-time, exempt position. Responsibilities include interacting with the administrative staff in conducting the development and maintenance of the physical plant, overseeing construction and physical improvements on campus. when appropriate, coordinates the collection of bids on campus projects. Responsible for all annual inspections as it relates to all mechanical systems campus-wide. Oversees and collaborates with the academic and residential staff needs related to transportation of students and special events sponsored by SSDHHC. Supervises the maintenance of school vehicles. Collaborates with appropriate staff in coordinating housing for students doing student teaching and others living on campus, permanently or as guests. Purchases supplies and equipment for the maintenance of the school within the approval of the Director. Makes arrangements for mechanical repairs and upkeep of the fire alarm system, and life safety systems and equipment on campus. Schedules repairs, replacements and work orders for completion by maintenance personnel. Reviews and evaluates new maintenance products and procedures. Schedules hours for Plant operations personnel. Supervises housekeeping and maintenance personnel. Collaborates with the SSDHHC Safety Committee. Coordinates the distribution of packages/shipments arriving for SSDHHC. Must be on call 24/7 for problems affecting the campus, buildings and equipment.

MINIMUM

QUALIFICATIONS:

A Bachelor's Degree or equivalent supervisory experience is required for the position. The Supervisor should be familiar with the operation of heating and boiler systems and general building, grounds and vehicle maintenance needed in a large residential facility. The supervisor should be skilled in print reading, personnel matters, and computers. Have a strong mechanical/building construction background, and knowledge of grounds and maintenance. Knowledge of ADA requirements, Labor and Industry department codes and all applicable building codes is required.

SIGNING REQUIREMENTS:

The Sign Language Proficiency Interview (SLPI) for the position is "Survival Plus". The minimum level accepted at hire is "No Functional Skills."

CLEARANCES REQUIRED:

PA Criminal Background, PA Child Abuse, and FBI Clearance required.

APPLICATION

PROCEDURE:

Send letter of application and resume to:

Lauren Hayes
Director of Human Resources
Western Pennsylvania School for the Deaf
300 East Swissvale Avenue
Pittsburgh, Pennsylvania 15218
lhayes@wpsd.org

It is the policy of the Scranton School for Deaf and Hard of Hearing Children not to discriminate in its programs, education, employment and all other activities on the basis of race, color, national origin, ancestry, sex, age, creed, religion, disability, gender identification or sexual orientation. Any complaints of discrimination should be directed to the Director of Human Resources.

