



FORT CHERRY SCHOOL DISTRICT DIRECTOR of FACILITIES

Director of Facilities

The Fort Cherry School District has an anticipated vacancy for a Director of Facilities to manage the maintenance, repair, and construction of all district facilities. The successful candidate will be responsible for leading a team of maintenance, custodial and cleaning staff to ensure that all facilities are safe, clean, and functional for students, staff, and community members.

[Director of Facilities Job Description](#)

Responsibilities:

- Develop and implement a comprehensive maintenance plan for all district facilities
- Manage all construction projects, ensuring that they are completed on time and within budget
- Supervise and provide direction to all maintenance, custodial and cleaning staff
- Ensure compliance with all state and local safety regulations and codes
- Develop and manage the department budget
- Coordinate with other district departments to ensure that facilities are meeting the needs of all stakeholders
- Oversee the scheduling and use of all district facilities
- Develop and maintain positive relationships with community members, school board members, and other stakeholders

Requirements:

- Bachelor's degree preferred in facilities management, engineering, construction management, or a related field
- Ability to work independently and self-motivated
- Demonstrate strong communication skills both verbal and written
- Experience in facilities management or a related field, with demonstrated leadership and management skills
- Experience in the coordination and management of capital projects
- Knowledge of construction, maintenance, and repair techniques, as well as experience managing construction projects

- Knowledge of safety regulations and codes related to facilities management
- Strong budget management and financial analysis skills
- Excellent communication and interpersonal skills
- Ability to prioritize tasks and manage multiple projects simultaneously
- Valid driver's license and reliable transportation
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations.
- Ability to work effectively in a school office setting characterized by frequent interruptions
- Experience in the management and supervision of employees

Position is available: January (anticipated)

Starting Salary: commensurate with education and experience

Preferred: Bachelor's Degree

Benefits:

-Comprehensive benefits package, including health, dental, and vision insurance (Allegheny County Schools Health Insurance Consortium Highmark BCBS)

-PA School Employees Retirement System

-Paid vacation and sick days

Please submit Applicant Requirements to the address below:

- Resume'
- Letter of interest
- 3 letters of reference
- Undergraduate/Graduate Transcripts
- Clearances (renewed within the last year)
- copies of any applicable certifications

After employment:

- Physical and TB test (test read within 3 mo of start date)
- Mandated Reporter Training (within 30 days of starting)

Submit materials to:

Pam Staley

110 Fort Cherry Road

McDonald, PA 15057

724-796-1551 X5002

pstaley@fortcherry.org

APPLICATION DUE BY JANUARY 6, 2025

We are an equal opportunity employer and welcome all qualified candidates to apply.