



TITUSVILLE AREA SCHOOL DISTRICT

ADMINISTRATION OFFICE: 301 EAST SPRUCE STREET • TITUSVILLE, PENNSYLVANIA 16354-1948
PHONE: (814) 827-2715 • FAX (814) 827-7761 • www.GoRockets.Org

STEPHANIE A. KEEBLER
SUPERINTENDENT

MICHAEL T. MCGAUGHEY, SR.
ASSISTANT SUPERINTENDENT

Job Posting:

(Anticipated) Director of Buildings and Grounds/Act 93

Work Location: Maintenance Building

Type Position: Permanent / Full-Time

Posting Date: February 27, 2026

Certifications Required: Act 34 PA Criminal Background Check
Act 114 Federal FBI Fingerprinting
Act 151 PA Child Abuse Certification
Act 126 Mandated Reporter Training Certification
Act 24/82 Disclosure
Act 168 Disclosure

Qualifications:

1. High School diploma required; College degree preferred in relevant field
2. Maintenance Trade School/Certification preferred
3. Five (5) years Maintenance/Custodial experience
4. Supervisory experience required
5. Pesticide Certification/Playground Safety Certification
6. Must possess Computer/Technology skills
7. See attached job description

To Apply: Send completed application requirements to:
Stephanie Keebler
301 E Spruce Street, Titusville, PA 16354
skeebler@gorockets.org 814-827-2715 x8-3410

- Application for Employment
- Cover letter/Resume
- Official transcripts
- Clearances/Mandated Reporter training
- Three (3) letters of reference

Deadline to Apply: March 25, 2026


Stephanie Keebler, Superintendent



Cc: All buildings post

"The mission of the Titusville Area School District, a partnership with parents and community members, is to ensure that all students are challenged by quality academic and social experiences to achieve their fullest potential as life-long learners."

An Equal Rights and Opportunities School District

TITUSVILLE AREA SCHOOL DISTRICT

TITLE: Director of Buildings & Grounds **DATE:**

REPORTS TO: Superintendent **APPROVED BY:**

JOB SUMMARY: Maintain a safe, clean, efficient, and acceptable educational environment conducive to learning. Oversee all maintenance/custodial needs for the district.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Ensure the optimum operation of the physical plant and property, including but not limited to playgrounds and athletic fields.
2. Supervise, instruct and evaluate all maintenance and custodial personnel; prioritize and assign employee work orders.
3. Maintain, repair, and/or replace equipment through emergency, routine, and preventative maintenance planning to ensure that the environmental conditions of the buildings and grounds are safe.
4. Ensure the safety of students, staff and facilities by maintaining fire alarms, locking doors/windows and taking other precautionary measures.
5. Provide all buildings and grounds personnel with updated information on newest equipment and techniques.
6. Oversee utility usage and billing records in support of budgetary concerns.
7. Maintain inventory/records in order to evaluate appropriate replacement of equipment.
8. Oversee the shipping and receiving of instructional/non-instructional materials and supplies; maintain an inventory of all supplies and materials.
9. Maintain compliance with the Right-to-Know law and the Herbicide/Pesticide Hypersensitivity Act.
10. Inspect all buildings and grounds to evaluate the effectiveness of custodial and maintenance staff and provide professional development and/or improvement plans as needed.
11. Maintain district compliance with safety and physical plant guidelines as defined by Federal, State and Local oversight agencies.
12. Develop and maintain inventories and replacement schedules.
13. Maintain compliance with MSDS regulations.
14. Perform other duties as assigned by the Superintendent or designee.

QUALIFICATIONS: Five (5) years maintenance/custodial experience
High School diploma required; college degree preferred
Maintenance trade school/certification preferred
Supervisory experience required
Knowledge of building and electrical codes necessary
Playground Safety Certification
Pesticide Certification
Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
FBI Criminal History Record
Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
Such alternatives to the above qualifications as the Board may find appropriate and acceptable

PHYSICAL DEMANDS: Ability to reach above and below the waist
Ability to use fingers to pick, feel and grasp objects
Ability to lift and/or carry supplies and/or papers weighing no more than 75 lbs.
Ability to mostly sit with some walking, standing or moving throughout the work environment

SENSORY ABILITIES: Visual acuity
Auditory acuity

WORK ENVIRONMENT: Typical office environment
Subject to inside and outside environmental conditions

TEMPERAMENT: Must possess excellent interpersonal skills
Must be able to work in an environment with frequent interruptions
Able to make judgments and work under high level of stress

COGNITIVE ABILITY: Ability to communicate effectively
Ability to organize tasks
Ability to handle multiple tasks
Ability to exercise good judgment

SPECIFIC SKILLS: Must possess leadership skills
Must possess supervisory skills
(Approximate employees - 36 directly)
Must possess computer skills
Must know 1st Response safety requirements
Must be able to operate trade tools

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)