

NOTICE OF VACANCY

DIRECTOR OF MAINTENANCE Fowlerville Community Schools

Date: December 15, 2016
Location: Fowlerville Community Schools – Custodial and Maintenance Department
Reports To: Superintendent
Contract Year: 12 Month Position

Salary Range: Commensurate with education and work experience

Qualifications:

- Minimum of a High School diploma, some college or similar post-secondary training preferred
- Five years of work experience in construction or related field
- Demonstrated experience in a supervisory capacity
- Minimum of five years work experience in a public school facility or similar complex
- Knowledge of Federal, State, Local and District regulations and codes applicable to manage and organize all maintenance, custodial and grounds operations for the District
- Possess either HVAC, plumbing or electrical license preferred
- Possess and maintain a valid, appropriate Michigan driver's license, with an excellent driving record
- Proficient computer skills, experience with NOVAR, SchoolDude and Dynacal applications a plus
- Demonstrated success in trouble shooting electrical and mechanical systems

Responsibilities:

- Direct the development, implementation and supervision of programs for the efficient operation of all school district buildings, facilities and grounds
- Direct the development, implementation and supervision of regular and preventive maintenance programs for all facilities, mechanical and electrical systems, utility systems and grounds
- Work cooperatively with community and state agencies, including the police, fire, emergency, and health departments, to ensure that high standards of health, sanitation, and safety are maintained throughout all of the district's facilities and grounds
- Conduct periodic inspections of facilities to ensure that they are being properly maintained to district standards
- Determine and establish detailed specifications pertaining to supplies, materials, equipment and local contract work
- Maintain an inventory control system of equipment and materials, purchase supplies, parts and equipment through the established bid or price quote process that follows federal, state and local regulations for the Maintenance and Custodial Department
- Assist in the employment, assignment, transfer, promotion, demotion or dismissal of personnel within his/her area of operations
- Direct the process of issuing the use of building and field reservations, in conjunction with principals, staff, athletic director, recreation department, school facilities after normal school operating hours and days when school is not in session
- Responsible for the safety program for custodial and maintenance employees, including safe and proper use of equipment, vehicles and materials, identification and prevention of hazards, air quality controls, Right To Know programs, and prevention of accidents and injuries

- Maintain current drawings, blue prints, schematic and engineering records, describing facilities, equipment and grounds
- Maintain and prioritize a plan for infrastructure maintenance and improvement
- All other duties as assigned

Application Deadline:

Submit a letter of interest, resume, and credentials by **January 13, 2017**

Fowlerville Community Schools
Director of Human Resources
Ms. Cristine Stock
7677 Sharpe Road, Suite A
Fowlerville, MI 48836
stockc@fowlervilleschools.org

It is the policy of Fowlerville Community Schools that the District will not discriminate in its programs, services, or activities against any person based on race, color, national origin, gender, disability, or age. Inquiries or complaints related to discrimination should be directed to: Assistant Superintendent of Schools, Fowlerville Community Schools, 7677 Sharpe Rd, Suite A, Fowlerville, MI 48836, (517)223-6027.

Fowlerville Community Schools is an Equal Opportunity Employer