

MANISTIQUE AREA SCHOOLS

POSITION VACANCY NOTICE

Operations and Maintenance Supervisor

SUMMARY:

The Operations and Maintenance Supervisor will oversee buildings, grounds, custodial and maintenance personnel, construction, renovation and maintenance of the District's facilities/equipment, environmental compliance, security, utility conservation and overall operations of the District.

QUALIFICATIONS FOR POSITION:

1. Valid Michigan Driver's license required.
2. Must have sufficient knowledge of all HVAC and mechanical systems and their control systems.
3. Must be able to work on feet for most of the shift and able to lift a minimum of 90 pounds without restrictions.
4. Ability to work well with students, staff, parents and community.
5. Evidence of good organizational, interpersonal and communication skills.
6. Evidence of high standards of ethics, confidentiality, honesty, and integrity in personal and professional matters.
7. Evidence of skills in the use of internet, email, texting, word processing and other computer/technology use.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plan and prepare short and long-term facility goals
2. Oversee all contracts relevant to building and grounds operations
3. Manage district HVAC and DDC Building Management System
4. Manage district card access system and keying system
5. Oversee all district renovation and remodeling projects
6. Manage all required inspections to include, but not limited to boilers, fire alarm systems, backflow preventers, playgrounds, bleachers, etc.
7. Process purchase card purchases and approve all invoices relevant to building and grounds operations
8. Receive and respond to all security, fire and HVAC alarms
9. Ensure that district maintenance and grounds staff are updated on all required district and compliance training
10. Establish and enforce high standards of safety and fire prevention for the District, including full implementation of MIOSHA rules and regulations
11. Oversee all aspects of ADA and barrier free compliance

12. Maintain District vehicles and scheduling vehicles for school business
13. Assume all other duties as assigned by the Superintendent or his/her designee

Reports to: Superintendent
Start Date: May, 2018
Salary: Commensurate with experience and qualifications.
Eligible for retirement plan, health, dental and vision insurance.

TO APPLY:

Qualified applicants interested in applying for the listed position should send a letter of interest to:

Mrs. Maryann Boddy
Manistique Area Schools
100 N. Cedar Street
Manistique, MI 49854

Electronic letters of interest are encouraged and should be emailed to:
mboddy@manistiqueschools.org.

Posting runs through March 14, 2018.

MANISTIQUE AREA SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER