

UNIT 10

HAMILTON COUNTY
COMMUNITY UNIT DISTRICT NO. 10

P.O. Box 369
109 North Washington
McLeansboro, Illinois 62859
(618) 643-2328

VACANCY NOTICE

POSITION: Director of Maintenance

QUALIFICATIONS: See attached job description.

APPLICATION
PROCEDURE: Interested applicants must submit a resume and a completed non-certified application form (available on-line at www.unit10.com, click on employment link, or contact the unit office at 618-643-2328) to:

Jeff Fetcho, Superintendent
Hamilton County Community Unit District No. 10
109 North Washington Street
P. O. Box 369
McLeansboro, IL 62859

APPLICATION
DEADLINE: 3:00 p.m., Wednesday, June 10, 2015

JOB DESCRIPTION

TITLE: Director of Maintenance

JOB: 12 month (260 days)

SALARY: Anticipated salary range \$50,000 - \$60,000 annually, to be negotiated with final candidate.

QUALIFICATIONS:

1. Demonstrated knowledge in all phases of plant maintenance, personnel supervision, and buying supplies, equipment, and tools.
2. Demonstrated ability/certification in electrical, plumbing, HVAC, and equipment repair preferred.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: Custodial & Maintenance Staff

JOB GOAL: To maintain the physical plant and grounds in a condition of operating excellence so that full educational use of them may be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Help in selection, assignment, and training of members of the custodial staff.
2. Plan and oversee all maintenance and repair work, maintaining a high standard of safety, efficiency, and cleanliness.
3. Monitor the time records of all the custodial employees.
4. Purchase janitorial and maintenance supplies, tools, equipment, and furniture.
5. Evaluate the performance of all the custodial personnel on a regular basis.
6. Strive constantly to promote the safety, health, and comfort of the students and employees, which include, but are not limited to, the following safety responsibilities:
 - a) asbestos inspections
 - b) boiler inspections
 - c) chemical inspections

- d) bleacher inspections
 - e) fire extinguishers
 - f) general building and playground inspections
 - g) equipment
 - h) floor safety (controlling hazard areas)
 - i) pest control
 - j) fire alarm systems
 - k) disaster preparedness plan
7. Examine school buildings on a regular basis for need of repairs; establish and recommend priorities on repair projects.
 8. Estimate cost of projects in terms of labor and material.
 9. Establish and monitor a preventive maintenance program.
 10. Help to establish a program to bring building in compliance with the Health and Safety Code. Recommend projects to be done by the maintenance staff and projects to be done by contracting.
 11. Oversee the preparation and setting up for school and rental activities, such as sports, plays, dances, gospel singings.
 12. Be responsible for the security of the buildings and grounds.
 13. Take inventory of all furniture, tools, and equipment, for insurance purposes.
 14. Check out supplies for cooperative purchasing.
 15. Help in planning and designing of building and grounds for future growth of the campus.

TERMS OF EMPLOYMENT: Salary as established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of Board's policy on staff evaluation.