

Notification of Vacancy

Position: Custodial and Maintenance Supervisor

Location: Morgan County School District

Salary: Salary ranges from \$39,531 to \$52,021 depending upon experience and qualifications. The position is classified as "exempt" from the Fair Labor Standards Act and thus is a salaried position instead of hourly.

Benefits: All benefits associated with a regular, full-time employee of the school district including, but not limited to, paid leave, annual leave, health insurance, disability insurance, life insurance, state retirement, and participation in a 401K retirement program.

Closing Date: The district reserves the right to hire the most qualified candidate any time after February 28, 2011.

Responsibilities:

This position is for a working supervisor. Successful candidate will be the primary individual responsible for doing and coordinating maintenance of all buildings and grounds owned by the school district. Under the direction of the building administrators, the custodial/maintenance supervisor coordinates activities of the custodial staff during the school year. He/she is responsible for the custodial staff during the summer months. The successful candidate is directly responsible to guide, direct, and supervise the maintenance and custodial staff. Successful Candidate will also be "on-call" for emergencies that affect the school facilities.

Qualifications:

1. The successful candidate must demonstrate the following work habits:
 - A. Positive attendance record including being to work on time each day.
 - B. The ability to get along with coworkers and the building staff.
 - C. A strong work ethic.
 - D. The ability to work without direct supervision.
 - E. Willingness to respond to emergencies at any time. (Be On-Call)
 - F. The ability to analyze situations and make decisions.
2. The successful candidate must have a full-range of motion with the ability to lift up to 50 pounds on a regular basis. The individual must also be able to stoop, bend, work with arms over their head, and work while standing on a ladder. The individual must also be able to operate trucks, forklifts, tractors and various other pieces of equipment for grounds maintenance as well as be in possession of a valid Utah Driver's License.
3. The successful candidate must be able to read, write, and do basic arithmetic at the high school level.
4. Applicants must be able to demonstrate licensure or certification in one or more of the following areas:
 - HVAC (Including computer controls of HVAC equipment)
 - Electrical Contracting
 - Plumbing
 - Boiler operations including High Pressure Vessel welding and work.
 - General Contractor or Engineer*Special attention will be given to those with experience in multiple areas.

Additional Basic skills in a wide-variety of areas associated with maintenance work are essential. Examples of

areas where skills are needed include:

- Repair equipment and machinery related to cleaning and building operations.
- Understand and perform tests on hot water and steam boiler systems.
- Have a working knowledge of educational facilities.
- Diagnose and make repairs to electrical systems
- Repair lawn irrigation and sprinkling systems.
- Repair equipment used to maintain lawns and grounds.
- Understand and be able to do minor repairs on fire alarm systems.
- Program and operate computer systems that control heating and cooling systems.
- The ability to weld
- Diagnose and repair wood and metal working equipment.

5. The successful candidate must have work experience in maintenance or a field directly related to maintenance. Previous experience in a supervisory position is desired.

Interested candidates are required to submit a letter of interest, district application, portfolio identifying previous experience, certifications, and various training opportunities. Applicant should include at least three letters of reference regarding their work experience and a current resume to the Morgan County School District Office located at 240 East Young Street (P.O. Box 530) in Morgan, Utah 84050. Additional information may be gained by contacting Robert Kilmer 801-829-3418 Ext.5507 or rkilmer@morgansd.org