

MAINTENANCE DIRECTOR

Qualifications:

1. High School Diploma, GED, or equivalent and have an interest in industrial engineering techniques in order to increase efficiency.
2. Considerable knowledge and experience in developing housekeeping procedures, evaluating cleaning supplies and equipment, and conducting on-going in-house training programs.
3. Experience in custodial and building maintenance and operations is highly desirable, including familiarity with computer controlled energy management systems.
4. Should be familiar with equipment, supplies, and cleaning methods.
5. Should have a basic knowledge of ways to perform minor repairs to buildings and equipment.
6. Should be able to prepare reports as directed and as required.
7. Must be an aggressive, hard-working individual who indicates by example what is expected of others.
8. Should have the ability to work well with others and be public relations minded.
9. Management-oriented, assumes responsibilities, is tactful, has an optimistic attitude and strong organizational abilities. Must be able to see things which need to be done and get them done without having to be told repeatedly.
10. Ability to lift 80 lb.
11. Complete all State of Illinois Mandates for School Employment
12. Ability to function effectively as a member of the school staff.

Performance Responsibilities:

(The following are the essential fundamentals to include but not limited to the following job duties.)

1. Supervise, direct, and evaluate the work of custodial personnel.
2. Study manpower needs and develop custodial work schedules in cooperation with the building principal.
3. Review and evaluate custodial cleaning standards and conduct quality control inspections of buildings.
4. Visit the buildings on a regular basis and meet with school principal and custodians to evaluate the custodial operation in order to identify any need to improve the level of custodial service.
5. Prepare job bids for custodial assignments and transfer.
6. Schedule substitutes for custodial absences.
7. Assist in the hiring of custodial personnel.
8. Meet with sales representatives and evaluate custodial equipment and supplies maintaining test data to support the reason for selecting products and equipment that are recommended for purchase.
9. Publish dates of hire and maintain vacation schedule and review time sheets each pay period.
10. Inspect for unsafe acts/conditions and identify prompt corrective action to eliminate causes of accidents; follow up as required.
11. Regularly complete custodial duties as assigned by Superintendent.

12. Completes monthly custodial report.
13. Monitors water safety standards.
14. Assists with Life Safety Inspections.
15. Supervision of custodial operations as assigned.
16. Obtaining quality custodial work performed in a minimum amount of time.
17. Planning operations for a more effective and efficient organization.
18. Observing work methods and suggesting ways of improving them.
19. Assisting in the inspection of buildings and grounds and reporting work needed to the Superintendent.
20. Periodic building inspections in assigned buildings.
21. Participates in the Risk Management process
22. Assumes other job related duties or responsibilities as directed.

Terms of Employment:

Wages and hours of employment pursuant to agreement provided by the provisions of the non-certified handbook and the SRV Board of Education.

Application:

If you are interested in applying, please fill out a non-certified application found at: http://www.spoon-river.k12.il.us/admin_employment.htm and submit by email, fax or mail to:

Chris Janssen, Superintendent
Spoon River Valley CUSD 4
35265 N IL Hwy 97
London Mills, IL 61544

cjanssen@spoonrivalley.us
Fax: 309-778-2655