

Camden-Frontier Schools

4971 W. Montgomery Road

Camden, MI 49232

Administration

Scott Riley
Superintendent
7-12 Principal

Renee Marshall
K-6 Principal

Business Office (517) 368-5991 Fax (517) 368-5959
High/Middle School Office (517) 368-5255 Fax (517) 368-5959
Elementary School Office (517) 368-5258

Board of Education

Mike Vondran, President
Matt Shiery, Vice President
Nathan VanAken, Secretary
Scott Nicholls, Treasurer
Barbara Balbo, Trustee
Gary Morrison, Trustee
JR VanAkin, Trustee

VACANCY NOTICE

June 29, 2017

Camden-Frontier Schools is pleased to offer for posting the following position: **Maintenance Supervisor**
Desirable qualifications include; high school diploma or equivalency

See attached job description for more details

Please send a letter of interest and a resume to Scott Riley.

Position will be posted until filled.

Camden-Frontier Schools
Attn. Scott Riley, Superintendent
4971 W. Montgomery Rd.
Camden, MI 49232
517-368-5255
rileysc@cfss.org



Camden-Frontier Schools

Maintenance Supervisor

Job Description

Purpose Statement:

The job of Maintenance Supervisor is done for the purpose/s of coordinating safe, clean and efficient facilities for Camden-Frontier School District. The primary function of the maintenance supervisor is to provide supervision and on-site coordination of the custodial staff and perform, when required custodial and cleaning tasks on the school grounds. The employee schedules and inspects work assignments, hires and trains new employees, evaluations employee performance and trains current employees in new equipment and procedures.

Job Requirements (Minimum qualifications)

A. Required Qualifications

1. Drinking Water Operator Certification - Level 5 Certificate (D-5) *
2. Lagoon Certification *
3. Commercial Pesticide Operator certificate *
4. High school diploma or equivalency
5. Must be able to lift minimum of 70 pounds.
6. Valid driving license

**District will allow employee one calendar year to receive required certification.*

B. Desirable Qualifications

1. Knowledge and experience in plumbing, heating, carpentry and miscellaneous repairs.
2. Experience in custodial work
3. Ability to perform general maintenance.
4. Ability to communicate with staff and public.

5. Dependability
6. Service Orientated
7. Ability to follow oral and written instructions

Essential Functions:

- Supervisory ability. Must be able to direct other employees as well as oversee activities for the purpose of ensuring that assignments are completed in a safe, proper and timely manner.
- Evaluates and implements programs and/or projects for the purpose of carrying out goals and objectives within area of responsibility.
- Monitors allocations, expenditures and fund balances for the purpose of ensuring allocations and expenditures are within budget limits and fiscal practices and procedures are followed.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Recommends policies, procedures and/or action required for the purpose of providing a clean and safe environment for public use of district facilities.
- Reviews facility use requests and assigns custodial duties accordingly.
- Reviews prospective custodial candidates for the purpose of making recommendations for hiring new custodial staff. (e.g. screening, interviewing, etc.)
- Supervises custodial functions (e.g. planning, scheduling, coordinating activities, training, discipline, evaluation) for the purpose of ensuring the department functions in a safe and efficient manner.
- Monitoring and use of cleaning supplies (OSHA requirements) equipment and tools.
- Maintain accurate records and product safety data sheets.
- Must follow Board of Education policies and Administrative regulations
- Must have basic understanding of school district emergency procedures.

- Other duties as related to the position and maintenance of the school building and/or grounds.

Work Environment

- **Physical Abilities:** The job's functions requires the following physical demands: some carrying, pushing and/or pulling; some stooping, kneeling, climbing, crouching and/or crawling and fine finger dexterity. Must have sufficient strength to lift and carry objects up to 70 pounds. Sufficient flexibility and balance to perform cleaning operations and including climbing and working on ladders.
- **Weather:** The job is performed under some temperature extremes and some hazardous conditions. Must be able to assist with snow removal and general outside maintenance work such as lawn care and athletic field preparation.