



ANCHOR BAY SCHOOL DISTRICT

Human Resources Department

5201 County Line Rd Suite 100 Casco Twp. MI 48064

Phone: (586) 725-2861 Fax: (586) 727-9059

NOTICE OF VACANCY

Position: Maintenance Supervisor
Schedule: Full time, 12 months, flexible hours as needed
Salary Range: \$66,061 - \$81,158, depending on experience and degree

Overview: Responsible for the efficient and effective management of support services provided to the school district in the areas of plant operations, buildings and grounds maintenance, utilities distribution, security, energy conservation, labor relations, facility planning, facility construction, environmental issues, co-operative relationships with local agencies and other duties as assigned.

Qualifications:

- Minimum of a Bachelors degree.
- Minimum three (3) years experience in a supervisory/leadership capacity.
- Previous work experience and knowledge with a large-scale plant operations, maintenance, grounds and custodial services.
- Ability to exercise independent judgment subject to evaluation of results.
- Ability to organize and direct a diverse crew of skilled and unskilled employees.
- Ability to make estimates, interpret plans and specifications.
- Ability to keep records and make reports.
- Ability to establish/maintain effective working relationships with subordinates, building principals, material supply companies, contractors, other departments, and the general public.
- MSBO Operations Director Certifications, or ability to obtain certification.
- Must be available 24/7 for emergency situations and faculty concerns.

Responsibilities:

- **Operations:** Direct the development, implementation and supervision of programs for the efficient operation of all school district buildings and grounds, their security/safety systems, cleanliness and sanitation. Develop quality standards for cleanliness and facility appearance for all District facilities, and implement written housekeeping standards, staff training and appropriate supervision. Conduct periodic inspections of facilities to ensure that these objectives are being fulfilled. Maintain efficiency of work force and analyze cost reduction strategies.
- **Maintenance:** Direct the development, implementation and supervision of regular and preventive maintenance programs for all facilities, mechanical and electrical systems, utility systems, and grounds. Develop an annual priority list for regular and deferred maintenance, repairs and replacement projects for all facilities including capital equipment, roofs, paving, capital improvements, painting, and athletic fields, etc. Provide direction for the energy management program and maintenance of records for regular evaluation.
- **Direct the development of conceptual planning, schematic design, design development, contract documents, bidding and awarding, and renovation and construction monitoring related to building and site projects, capital outlay, major and deferred maintenance, and bonding program. Participate in the selection and monitor the performance of architects, consulting engineers, and contractors in the performance of their duties.**
- **Department Personnel:** Direct the process for recruitment, selection, training, monitoring and retention, of all departmental personnel; the organization of programs for training and administration of personnel policies and contractual agreements as related to department personnel.
- **Budget:** Prepare complete departmental budget for plant operation and maintenance, capital additions, replacements, building and site projects, and transportation operations. Control costs as budgeted and report variances.
- **Board Policy and Regulation:** Recommends and enforces district policies, federal and state regulations and divisional procedures while maintaining cooperative relationships with all district organizations, local governmental agencies, community members, and stakeholders.
- **Environmental Regulations:** Direct the implementation of all processes, record keeping, training and services required to meet the promulgated State and Federal rules, regulations and laws pertaining to all environmental issues.
- **Utility Management:** Monitor, regulate, purchase and assess all programs associated with the district's use of natural gas, electricity and water.
- **Community Recreational Programs:** Assist all community recreational programs to ensure adequate space and needed services are provided.

Apply online by September 15, 2017 www.anchorbay.misd.net include resume and three (3) letters of recommendation.

**Anchor Bay School District does not discriminate on the basis of race, creed, color, age, national origin, sex, marital status, or handicap.
Anchor Bay School District is an equal opportunity employer**