



STANFIELD SCHOOL DISTRICT: Maintenance Supervisor

Posted: February 28, 2024

Open: Until Filled

VACANCY DESCRIPTION

Stanfield School District is accepting applications for the position of Maintenance Supervisor for the 2024-25 school year. The role of the Maintenance Supervisor is to oversee all functions and operations related to the upkeep, repair and improvement of district facilities and grounds. This is a working supervisory position.

QUALIFICATIONS

To perform this job successfully, an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability needed for the position.

1. High School diploma or any combination of training, education and/or equivalent experience;
2. Experience in maintenance/custodial work;
3. Hold and maintain a valid Oregon Driver's License appropriate to the duties performed;
4. Knowledge of and ability to implement relevant technology;
5. A general knowledge of repair techniques;
6. Ability to exercise sound judgment and work independently;
7. Knowledge of safe work practices
8. Ability to communicate effectively orally and in writing, bilingual preferred;
9. Ability to work harmoniously with others and to communicate effectively with students, parents, and other staff members;
10. Ability to maintain confidentiality;
11. Ability to prioritize and manage multiple tasks;
12. Ability to meet deadlines;
13. Ability to be self-directed;
14. Ability to lift more than 50lbs regularly and stand and walk for long periods of time as necessary for certain job tasks that are performed often.

RESPONSIBILITIES & ESSENTIAL FUNCTIONS OF THE JOB INCLUDE (BUT ARE NOT LIMITED TO THE FOLLOWING):

1. Maintain assignment as maintenance employee;
2. Supervise and evaluate maintenance and custodial employees within the parameters of the negotiated collective bargaining agreement;
3. Serve as the district's lead safety coordinator, planning, conducting and implementing the district's safety program in conjunction with the Safety Committee;
4. Develop work schedules for maintenance and custodial employees to coordinate with assignment timelines and projects;
5. Develop and oversee annual preventative maintenance schedule for the district;
6. Provide training for custodians as to basic job, use of chemicals and equipment, etc;
7. Train custodial staff to complete light maintenance tasks as assigned;
8. Support site administrators in correction and remediation of custodial staff as needed;
9. Oversee all government program compliance (OSHA, Haz-mat, playground equipment, fire code compliance, HASS plans, etc) and maintain accurate and current records;
10. Ensure compliance with required trainings for custodial and maintenance employees;
11. Monitor all operational facilities systems within the district including access control and alarms;
12. Perform appropriate maintenance or contact appropriate 3rd party contractors for maintenance;
13. Supervise preventative maintenance;
14. Plan projects in conjunction with district and building administrators;
15. Work with superintendent to develop bid specifications and oversee bid process;
16. Act as district project manager where appropriate;
17. Work with superintendent to verify project completion;
18. Work with superintendent and business manager to develop capital outlay budget;
19. Plan projects in a manner to best use time, personnel and other resources;
20. Conform to district policy regarding attendance and absences;
21. Drive a car, pickup truck, mower and other vehicles as required;
22. Assist superintendent and Board as necessary for projects;
23. Maintain a current pesticide application license;
24. Other duties as assigned;

APPLICATION INFORMATION

Submit an application file that includes (any emailed applications should be sent in one complete packet):

- [Completed Application Form](#)
- Letter of application
- Resume
- Three (3) current letters of recommendation
- Unofficial copy of transcripts, if applicable

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