

DECATUR CITY SCHOOLS


Office of Human Resources

212 FOURTH AVENUE, SE
DECATUR, ALABAMA 35601
www.dcs.edu



PHONE (256) 552-3000
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MEMORANDUM

TO: All Personnel
FROM: Yvette Evans 
DATE: April 12, 2024
SUBJECT: **High School Maintenance Supervisor Vacancy**

The following position is open and will be filled by the Decatur City Board of Education:

DECATUR HIGH SCHOOL

High School Maintenance Supervisor (8 hrs./12 months)

OPEN UNTIL FILLED

Persons interested in the above position should have a completed application in the online application system with the State of Alabama "Teach Alabama."

A link to the online system, "Teach Alabama," can be found at the Decatur City School's website: www.dcs.edu entitled "Jobs."

Once you have completed your online application, to be considered for a certain job you **MUST**:

Click on "All Jobs."

Click the "View/Apply" link next to any position for which you wish to be considered, then click the button provided to express interest.

NOTE: You will not be considered for a position if you have not expressed interest by clicking the APPLY button.

Decatur City Schools

JOB TITLE: High School Maintenance Supervisor

SUMMARY: Supervises and coordinates activities of workers engaged in cleaning and maintaining premises of schools by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:
Assigns tasks to workers, and inspects completed work for conformance to standards.

Issues supplies and equipment.

Resolves workers' problems or refers matters to supervisor.

Records employees' hours worked on time cards or time sheets.

Submits requests for repair of cleaning equipment to Building Superintendent.

Requisitions or purchases cleaning supplies and equipment.

Performs duties of workers supervised.

Monitors heating and cooling systems.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:
Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Directly supervises in the janitorial department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work, appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS

EDUCATION and/or EXPERIENCE:

Associate's degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places, and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock.

The noise level in the work environment is usually loud.

The preceding job description has been designed to indicate the general nature and level of work performed by an employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of an employee(s) to this job.

The Decatur City School System does not discriminate on the basis of race, color, disability, sex, religion, national origin, or age in their programs, activities, or employment and provide equal access to the Boy Scouts and other designated youth groups. The Title IX Coordinator for Decatur City Schools is responsible for handling inquiries regarding the non-discrimination policies. The Title IX Coordinator can be reached by calling the Decatur City Board of Education at: (256) 552-3000.

DECATUR CITY SCHOOLS
Annual Salary Schedule
2023-2024

**Schedule L4
High School Maintenance Supervisor**

12 Months

***Grandfathered**

Step	Rank	
	01	00*
	8.0 Hours	9.0 Hours
0	35,428	45,576
1	36,233	46,612
2	36,332	46,739
3	36,497	46,952
4	36,604	47,089
5-11	36,867	47,428
12-14	38,282	49,248
15-19	39,163	50,381
20-24	40,045	51,516
25-29	41,091	52,863
30	42,558	54,750

The 9th hour has been calculated at time and a half.