SUMMARY:
Assumes the duties and responsibilities as related to supervising and training personnel, as well preparing weekly maintenance schedules and allocating work.
Perform inspections on facilities periodically to determine problems and necessary maintenance.
Recruit, supervising and training maintenance technicians.
Must be reliable and have an eye for detail.
Must have technical skills and knowledge of various crafts such as carpentry, plumbing, etc.
Must show leadership and knowledge of administrative tasks.
The goal is to ensure that our facilities are in good, safe conditions at all times.
This person works up to 260 days a year. Additional hours/days may be required. Salary is negotiated with the Vassar Board of Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.
- Inspect facilities periodically to determine problems and necessary maintenance.
- Prepare weekly maintenance schedules and allocate work.
- Recruit, supervise and train maintenance technicians.
- Defines job performance expectations of staff, evaluates job performance.
- Monitor work to ensure that is being performed properly.
- Contribute to the development of (and manage) budget and reviews purchases for maintenance department.
- Prepares, compiles submits reports on work activities, operations and work related accidents.
- Monitor inventory of materials and equipment.
- Hire and supervise tradesmen during installations, repairs or maintenance (electricians, plumbers etc)
- Inspect and maintain building systems (heating, ventilation etc.)
- Acts as liaison between departments and school and community.
- Must be willing to work irregular hours during emergencies.
- Conducts safety inspection, accident, investigations and training programs to create a safe environment.
- Ability to handle stressful situations.
- Participate in coordination of projects (e.g. renovations).
- Oversee and approve payroll.
- Ensure adherence to quality standards and health and safety regulations.

SUPERVISORY RESPONSIBILITIES:
Supervises maintenance staff. 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: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
High school diploma or general education degree (GED).
Degree from a vocational school will be a plus.
Five years’ experience in maintenance supervision or similar role.
Strong technical knowledge of all building systems (electrical, heating etc.)
Knowledge of health & safety practices and regulations.
Understanding of budgeting and performance management.
Excellent planning and leadership abilities.
An eye for detail.
Computer savvy.
Excellent communication and interpersonal skills.

CERTIFICATES, LICENSES, REGISTRATIONS:
Possession of or ability to obtain professional certifications (e.g. CMRP or HVAC) is preferred.
**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 and respond to questions in one-on-one and small group situations to staff, administration, and/or members of the business community.

**MATHEMATICAL SKILLS:**
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**KNOWLEDGE, SKILLS and ABILITIES:**
Experience in training and management or supervision and knowledge of maintenance preferred.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, sit, and talk or hear. The employee is frequently required to stand, climb stairs and ladder. The employee is required to bend or twist the trunk and neck more than the average person during the operation of a variety of power tools and equipment. Specific vision abilities required by this job include close vision, color vision, and depth perception. While performing the duties of the job the employee will visit various buildings for inspection and meetings. The employee will regularly lift and push/pull up to 50 pounds and will occasionally be required to lift and push/pull over 90 pounds such as file cabinets, furniture, appliances, and when unloading trucks.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate depending upon daily activity. The employee frequently meets multiple demands from several people. The position requires meeting some deadlines with time constraints and irregular or extended work hours. Work is performed indoors and out of doors.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

**DEADLINE: UNTIL FILLED**
Send a letter of interest, credentials and a resume to:
Lori Hubbard, Human Resources
Vassar Public Schools
220 Athletic Street
Vassar, Michigan 48768