

Columbia School District



November 13, 2020

NOTICE OF OPENING Operations Director

QUALIFICATIONS:

Must meet all State Of Michigan requirements.

REPORTS TO:

Superintendent

SUPERVISES:

Custodial and Maintenance personnel

JOB GOAL:

To maintain the physical school facilities in a condition of operating excellence, cleanliness, and safety, so that full educational use of them may be at all times.

PERFORMANCE RESPONSIBILITIES:

1. Establishes and administers schedules and procedures for the regular, ongoing custodial care of all school and office facilities of the district.
2. Recruits, screens, recommends for hiring, trains, assigns and supervises all custodial and maintenance personnel, and makes recommendations on their employment, transfer, promotion, and release.
3. Selects the custodial supplies and equipment to be used, and maintains an appropriate inventory of them.
4. Maintains schedules of work for each individual building, and see to it that proper supplies are on hand in that building.
5. Calls meetings of the custodial staff when it is deemed necessary for purposes of training or morale.
6. Establishes and supervises summer cleaning programs and schedules.
7. Supervises the floor crew in a program of cleaning and refinishing floors.
8. Establishes guidelines for the division of responsibility for minor in-school repairs and emergency repairs.
9. Inspect each building quarterly, and more often if necessary, and confers with principals regarding custodial work.
10. Inspects and maintains fire alarm systems and fire extinguishers and a regularly scheduled basis.
11. Prepares and administers the custodial services budget.
12. Authorizes purchases in accordance with budgetary limitations.
13. Maintains such personnel and other records as are required.

TERMS OF EMPLOYMENT:

Twelve-months a year. Salary to be established in Mutual Agreement by the Board and C.A.R.E.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Deadline: Friday, December 4, 2020 - noon

Please send letter of interest, resume,
and three letters of recommendation to:
Monika Cook, Administrative Assistant
Columbia School District
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Brooklyn, MI 49230
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