



Position Opening

TITLE: Head Maintenance/Custodian

JOB DESCRIPTION: Head Maintenance/Custodian oversees all the school facilities as well as the transportation fleet. Must maintain a positive relationship with all patrons. Is expected to take pride in the appearance of the school and be willing to oversee other custodial staff. Position works closely with the superintendent.

QUALIFICATIONS:

- High School Diploma or equivalent.
- General facility maintenance experience preferred.
- Basic technical, maintenance and mechanic skills needed.
- Organizational skills and time management is a must.
- Friendly and welcoming.

PERFORMANCE RESPONSIBILITIES:

- Overall care of entire school facilities.
- Plumbing, heating, electrical.
 - Air Filters
 - Coils
 - Boiler Maintenance
- Outside care
 - Lawn care and landscape grooming
 - Snow Removal
- Fire Monitoring System
 - Testing
 - Fire Drills
- Vehicle Maintenance
 - Preventative Maintenance – tires, oils, and overall vehicle maintenance.
 - Registration & Inspections
- Custodial
 - Oversee the general cleaning of the school (manage student custodian & part-time custodian)
 - Floor Care

COMPENSATION:

- Salary: Commensurate upon education and experience.
- Possible district housing available for rent.

REPORTS TO: Superintendent of Schools

TERMS OF EMPLOYMENT: Classified Personnel position, 10 hours a day four days a week, 12 months a year.

APPLICATION PROCESS:

Submit: Application [via this form](#), upload resume and two letter of recommendation in the form. Link and information can also be found at www.kimk12.org



The town of Kim is a small rural community, located in Southeastern Colorado, 76 miles east of Trinidad and 60 miles south of La Junta. Kim is a ranching community and is geographically isolated, this aspect can be challenging; however, rural living has its rewards of peace and quiet, closeness to nature, and good people, make it all worthwhile.