

**Head of Maintenance
SELF School
Posted 10-20-20
Location: SELF SCHOOL**

Major Function: Responsible for providing general maintenance of the building and grounds as well as direct supervision of any custodial staff.

Terms of Employment: 260 days: hours determined by supervisor, Competitive Hourly Pay

Essential Functions:

Maintenance:

- Complete minor repairs of equipment and furniture
- Plan and complete scheduled routine and preventative maintenance of PCES equipment, and building.
- Carry out basic construction and assembly of educational and administrative equipment at the SELF School and other PCES owned/operated material and equipment assigned.
- Provide the rationale, and necessary bids, for repairs that require an outside contractor.
- Keep informed and comply with State and Federal requirements pertaining to maintenance and operations including hazardous materials and energy conservation.
- Plan, schedule, and monitor all maintenance and custodial work.
- Maintain current files and record of building plans and specification.
- Order and evaluate all materials used for maintenance, grounds, and custodial work.
- Create a daily cleaning & sanitation schedule for the maintenance team when school is in session to ensure the health and safety of students, staff or visitors
- Follow the daily cleaning schedule and carry out the cleaning tasks as noted.
- Supervise the other maintenance staff and cleaning crews to ensure the daily cleaning duties are being completed.

Communication:

- Utilize email and voice mail for timely communications.
- Complete work orders

Additional Duties:

- Complete specific requests for cleaning as needed and as approved procedures.
- Complete emergency activities in a timely manner
- Complete set-up for meetings as scheduled or as requested based on need
- Complete snow removal and de-icer by 7:00 am for a safe start of SELF school and during the day for a safe dismissal.
- Maintain the pool per state and health department guidelines.
- Accept extra duty assignments beyond the regular work schedule when emergency situations arise.

- Attend trainings and maintain certifications deemed necessary. Examples include, but not limited to OSHA, Safety Academy, Asbestos, Lift, Hazard Communication.
- Maintain school vehicles in appropriate running order or prevent breakdowns and unsafe conditions.
- Perform other duties as required
- Weekend building checks

To be considered, a letter of application from current PCES employees must be provided to the Executive Director, Lprieboy@pces.k12.in.us .

Applicants not currently employed by PCES may fill out an application from www.pces.k12.in.us

Please scan in the application and email it to Lprieboy@pces.k12.in.us or drop it off at the SELF school.