

BLACKWATER COMMUNITY SCHOOL

Help Wanted

Facilities Supervisor

This position requires a high school diploma or equivalent and six months to one year related experience and/or training; or equivalent combination of education and experience, ability to successfully complete National criminal background check, and valid AZ Fingerprint Clearance Card.

Responsible for the maintenance, security, and physical condition of the school campus. Directs activities of workers engaged in operating and maintaining school facilities, equipment in buildings, and cafeteria. Other key duties include:

- ✓ Supervises the school's Facilities, maintenance, grounds and cleaning staff. These duties include coordination of staff's: professional growth, accountability, scheduling and teamwork.
- ✓ Plans, schedules and oversees routine preventative maintenance tasks.
- ✓ Coordinates contractors and vendors supplying construction, maintenance, grounds and cleaning services.
- ✓ Inspects school facilities for the purpose of ensuring that the facilities are suitable for safe operations, and maintained in an attractive and clean condition.
- ✓ Solicit and analyze proposals from contractors and sub-contractors to perform various repairs and special maintenance.
- ✓ Estimates the time and materials costs of proposed projects for the purpose of informing budgeting, planning and accountability of actual project costs.
- ✓ Coordinates and/or lead staff training to improve work quality, ensure safety, or ensure compliance with state/federal regulations.
- ✓ Other duties as outlined in the job description.

Annual rate of pay: \$32,265 to \$47,693 depending on experience.

CLOSING DATE: OPEN UNTIL FILLED

To apply: Please call Blackwater Community School at (520) 215-5859 Ext. 7905 and ask for Jack Sharma (Principal).

For additional details, visit our website at:

www.bwcs.k12.az.us