

GARAWAY LOCAL SCHOOLS

Sugarcreek, Ohio

**ANTICIPATED POSITION VACANCY ANNOUNCEMENT
2022/2023 SCHOOL YEAR****TITLE: Building and Grounds Coordinator****TIME:** Full time**EDUCATION/CERTIFICATION:** Technical degree preferred and considerable experience in facilities maintenance, HVAC, construction, and facilities management.

Preferred various maintenance certifications such as Water Quality Association, Licensed Pesticide Applicators License, FirstClass C Boiler's License, Indoor Air Quality Coordinator Certification, Machine Guarding and Asbestos Management Certification.

KNOWLEDGE AND SKILLS: Experience in the maintenance of buildings and grounds. Must demonstrate aptitude or competence for assigned responsibilities. Possess oral and written communication skills. Proven leadership, team-building, and managerial skills as well as a servant leader mindset. Expert knowledge of cleaning products, equipment, and processes.

RESPONSIBILITIES:

- Facilitate and direct the activities of the Maintenance/Custodial staff in order to maintain the physical school buildings and grounds in a condition of operating excellence as to ensure students and staff are provided with a safe and clean environment in which to learn and work. Participate in the cleaning and maintenance when needed and substitute custodian when needed.
- Assume day to day responsibility for Maintenance/Custodial personnel related matters.
- Examine school buildings regularly for needed repairs and maintenance.
- Oversee building projects as the general contractor.

SALARY: Based on experience.

APPLICATION: Qualified applicants should forward a cover letter, resume with references detailing your accomplishments and how those accomplishments align with your understanding of the Building and Grounds Coordinator role on or before Friday, January 27, 2023, at 4:00 p.m. to Dr. James Millet, Superintendent, 146 Dover Road NW, Sugarcreek, OH 44681 or by e-mail to jmillet@garaway.org. This posting will remain open until filled.

GARAWAY LOCAL SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER.

It is the policy of the Garaway Local Schools Board of Education that the best-qualified applicant shall be selected for each position without regard to race, color, religion, national origin, age, sex, marital status, political affiliation or disabling conditions. No person shall be denied employment solely because of any impairment, which is related to the ability in activities involved in the position or program for which application is made.