



La Grande

SCHOOL DISTRICT

BOARD OF EDUCATION

Robin Maille, Chair
Randy Shaw, Vice Chair
Merle Comfort
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SUPERINTENDENT

George Mendoza

VACANCY NOTICE

Maintenance and Custodial Manager

Open: October 29, 2020 - Closes: November 15, 2020

General Information

The La Grande School District is accepting applications for a full-time (1.0 FTE) Maintenance and Custodial Manager. This position is responsible for maintaining, improving and ensuring safe, efficient and maintained facilities within the La Grande School District. Coordinate and assign the repair and/or maintenance of heating systems, plumbing, roofing, carpentry, grounds maintenance, asbestos* and electrical systems. Facilities maintenance personnel are on-call 24 hours a day in case of emergency. This position will start approximately January 2, 2021.

Duties include:

1. Maintain a professional working environment and positive interpersonal working relationships with staff, parents and students.
2. Maintain confidentiality in all areas.
3. Comply with all applicable district, state, and federal guidelines, policies, laws, rules and regulations.
4. Implement strategies that protect the legal rights of students. Protect the safety, health, and well-being of all students.
5. Use independent judgment.
6. Perform work responsibilities effectively under pressure of deadlines, difficult situations, interruptions, high noise levels, and new or emergency situations.
7. Maintain and improve professional skills. Participate in professional conferences, training and reading. Maintain current knowledge in the fields of building maintenance, grounds maintenance and custodial services.
8. Contribute to the quality education of students by participating in the selection of maintenance and custodial staff and by monitoring and evaluating staff.
9. Provide periodic training to new and existing maintenance and custodial staff. May also provide training to building staff.
10. Hire, and maintain an active list of sub-custodians. Coordinate leave requests and assign sub-custodians to fill positions. This may include temporarily assigning full-time staff to other buildings and/or changing their shift.
11. Manage facilities work order software (SchoolDude) for preventive maintenance, maintenance requests, supply requests, regulatory compliance, and custodial programs pertaining to district-owned facilities.
12. Assign, coordinate and monitor status of work orders: estimates, requests, purchased materials, and equipment.
13. Assist in maintaining HVAC software (MetaSys) to ensure proper function of HVAC systems, scheduling for events and troubleshooting issues.
14. Respond to computerized maintenance requests and ensure that proper maintenance is completed in a timely manner.
15. Adhere to 5 year maintenance/facility plan.
16. Coordinate and oversee all annual inspections including fire alarms, fire sprinklers, bleachers, boilers, back-flow devices, and elevators/lifts.
17. Plan, develop and prioritize projects and weekly, monthly and annual work plans.
18. Ensure compliance with applicable building and safety codes, hazardous waste disposal, OSHA, BOLI (prevailing wage requirements), etc.

OPPORTUNITY & EXCELLENCE

Union County School District Number One
1305 North Willow Street
La Grande, OR 97850-1392
(541) 663-3202 Fax (541) 663-3215
www.lagrandesd.org

19. Work effectively with contracted service representatives to verify satisfactory job completion in accordance with District specifications for projects under \$10,000.
20. Monitor and respond to building emergencies, including equipment breakdowns, malfunctions and alarm calls.
21. Provide direct supervision of maintenance and grounds personnel. Including direct supervision of custodial staff during summer months. Perform evaluations, hire employees and carry out disciplinary action upon consultation with the Facilities and Operations Manager, Building Principals and Superintendent.
22. Conduct periodic safety inspections of buildings and grounds including playground equipment and ensure deficiencies are resolved in a timely manner.
23. Conduct periodic inspections of buildings to determine maintenance or cleaning deficiencies. Collaborate with building principals and custodial staff to make corrections and provide support.
24. If licensed, may repair electrical malfunctions and install new equipment.
25. Act as lead person in areas such as, but not limited to, carpentry, mechanical, repair, construction, electrical, boiler repair and plumbing
26. Work efficiently with little or no supervision through completion of technical projects.
27. Serve on safety committee.
28. Perform other duties as assigned.

Qualifications:

EDUCATION AND/OR EXPERIENCE:

High school diploma or G.E.D required. Bachelor's degree preferred. Knowledge of facilities maintenance fields, including heating and cooling systems (HVAC), plumbing, carpentry, grounds, asbestos, electrical, welding, roofing and mechanical systems, repairs. Valid Driver's license required.

A minimum of five (5) years of successful experience in school or other large commercial facility management preferred. Experience managing large capital construction projects for a commercial facility or school preferred. Experience leading meetings, making decisions and supervising staff preferred.

A combination of education and experience may be substituted for the five year minimum experience described above.

KNOWLEDGE

Must be knowledgeable in custodial, maintenance and construction practices for commercial facilities. Must be knowledgeable on construction projects, processes and procedures including managing sub-contractors. Must be experienced and competent in the use of equipment and tools used in facility maintenance (carpentry, plumbing, electrical, and/or grounds and landscaping). Must have knowledge of general carpentry, electrical and plumbing repair and installation. Must be knowledgeable of grounds equipment operation and maintenance, horticulture, and turf maintenance. Valid Oregon driver's license and safe driving history required.

SKILLS

Must be familiar with reading blueprints and technical manuals. Must be skilled in interpersonal relations, communications, team leadership, instruction, and possess the managerial skills of planning, scheduling, budgeting, organizing, delegating, listening, and supervising all areas of responsibility. Must be skilled in utilizing a wide variety of technology; maintaining and promoting staff morale; be able to speak and write articulately and communicate effectively; be able to resolve conflict in a fair and positive manner.

ABILITIES

Must be able to perform manual labor, perform routine maintenance tasks, understand and implement oral/written instructions and/or work plans, and to develop and maintain a positive and cooperative working relationship with all district personnel and patrons. Must be able to work independently. Must be able to locate parts, investigate prices, and explore best practices and project timetables for completion of projects. Must be able to function effectively as a team leader and liaison staff, district, and community; and, have the ability to communicate openly in a fair and consistent manner. Must be able to manage personnel and fiscal operations; select, assign, supervise, and evaluate staff; and handle conflict.



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Employment, Salary and Benefits

1. This is a full-time (1.0 FTE), approximately 235-day position, including 9 paid holidays.
2. Placement on the La Grande School District Manager Salary Schedule, Range 4 (\$53,045 - \$62,150)
3. La Grande School District will support payment for health, dental and vision insurance premiums. Employer-paid PERS is provided to qualified employees.

Application Process

1. Complete the application attached and return with three letters of recommendation, a resume', and a letter of interest by the closing date. Applications may be e-mailed to: laurie.batten@lagrandesd.org or mailed to Human Resources, 1305 North Willow, La Grande, OR 97850. Questions can be directed to (541) 663-3212.

Employees hired will be required to be fingerprinted and undergo a FBI and State Patrol background check at a personal cost of \$69.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact Laurie Batten, Administrative Assistant at 541-663-3212 for additional information or assistance. Speech/Hearing impaired persons may contact the La Grande School District for assistance through the Oregon Telecommunication Relay Service at 1-800-735-2900 or 711.

La Grande School District is an Equal Opportunity/Affirmative Action employer.

Women, minorities and individuals with disabilities are encouraged. Veteran's preference shall be given.

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Manager Employment Application

General Information

Date _____

Name _____

Address _____

City, State, Zip _____

Cell Phone _____

Home Phone _____

Work Phone _____

Email Address _____

When are you available to begin work? _____

Are you a Veteran? (Circle One) Yes No

If so, please attach Form DD-214 or DD-215 to receive the Veteran's Preference in Hiring.

Education

Type of School	Name of School and Complete Mailing Address	No. Years completed	Major or Degree
High School			
College, Business, or Trade School			
Professional School			
Other			

Do you understand that if you are hired for a position with the La Grande School District you will be required to be fingerprinted and undergo a FBI and State Patrol background check at a personal cost to you of \$71.50? (Circle One)

Yes No

Previous Employment

1.

Name of Employer _____

Name of Last Supervisor _____

Dates of Employment

From _____ To _____

Hours per week _____

Complete Address _____

Phone # _____

Last job title _____

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company.

May we contact your employer? (Circle One) Yes No

2.

Name of Employer _____

Name of Last Supervisor _____

Dates of Employment

From _____ To _____

Hours per week _____

Complete Address _____

Phone # _____

Last job title _____

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company.

May we contact your employer? (Circle One) Yes No

3.

Name of Employer _____

Name of Last Supervisor _____

Dates of Employment

From _____ To _____

Hours per week _____

Complete Address _____

Phone # _____

Last job title _____

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company.

May we contact your employer? (Circle One) Yes No

Please list three professional references

Name	Position	Company	Phone

The information on this form is true and accurate to the best of my knowledge. I acknowledge that any falsehoods or misrepresentation of facts will be grounds for disqualification from consideration and/or employment and/or immediate dismissal if an offer of employment has been extended.

Signature

Date

Three letters of recommendation, a current resume and letter of interest are required.

Reasonable accommodations will be made when need by applicant to complete this application. La Grande School District complies with provisions of the various civil rights laws, such as the Fair Employment Practices Act, Title IX Regulations, Americans with Disabilities Act, and Section 504 of PL 93.112 in employment and education programs an activities.