Salary/Wage/Terms/Schedule

Minimum of $52,000.00 - Maximum of $62,400.00
260-day contract – Hourly – Day Hours with flexibility (Weekends/Evenings/On-Call as needed)

Description

The School District of Arcadia is seeking a committed, service-oriented leader to serve as our Facilities Working Supervisor. This position plays a critical role in ensuring that our facilities and grounds are safe, functional, and welcoming for students, staff, and the community. The successful candidate will oversee all aspects of facility management for our single PreK–12 building and athletic fields, while also performing daily custodial and maintenance duties during the school day.

Position Overview

This is a hands-on leadership position combining administrative oversight and active custodial/maintenance work. The Facility Working Supervisor will:

- Supervise custodial staff, summer student crews, and maintenance operations
- Coordinate outside vendors for repairs, inspections, and contracted services
- Oversee building systems including boiler maintenance, HVAC, safety, and security
- Manage district purchasing for maintenance and custodial needs
- Perform daytime custodial duties such as cleanup, basic repairs, and responding to facility needs
- Serve as the district's point of contact for emergency building issues (security, fire, weather-related incidents)

Key Responsibilities

- Facilities Management: Plan, direct, and monitor custodial, maintenance, and grounds operations, ensuring compliance with building, fire, and electrical codes
- Capital Planning Insight: Provide insight to develop and maintain a comprehensive maintenance and capital improvement plan
- Project Oversight: Prepare specifications, obtain estimates, manage contracts, and ensure quality control for construction or renovation projects
- Grounds Care: Oversee mowing, athletic field preparation, snow removal, and landscaping
- Safety & Security: Maintain and enhance building security protocols; participate on the emergency response team
- Budget & Purchasing: Oversee departmental budgets, ensure purchases comply with district policy
- Community Use: Coordinate facility requests and ensure smooth operations during events
- Hands-On Support: Assist with cleaning, repairs, and emergency responses as needed

Required Qualifications

- Strong organizational and leadership skills
- Training and/or work experience in building and grounds maintenance
- Knowledge of building, fire, and electrical codes
- Ability to operate and maintain equipment and machinery
- Effective communication skills and the ability to work collaboratively with staff, administration, and community members
- Ability to meet physical requirements of the job (standing, lifting, climbing, etc.)
- Must pass a background check and comply with tobacco- and drug-free workplace rules