



HYDABURG CITY SCHOOL DISTRICT

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JOB OPENING MAINTENANCE DIRECTOR/CTE COORDINATOR

JOB SUMMARY:

This position will be responsible for directing the maintenance staff, and overall implementation and fiscal over-sight of the CTE portion of the Gulga grant. It includes the ability to inspect buildings; identifying/reporting maintenance issues, and performing physical labor. Managing and collecting data for evaluation, and participates in reporting, supporting students, and maintaining contact with instructors. Leadership abilities and phenomenal efficiency is critical in this role.

RESPONSIBILTIES INCLUDE:

- Keep financial and non-financial records for Gulga grant
- Collect of data for Gulga grant reports
- Plans job trainings and workshops
- Maintains contact with instructors
- Supervise all staff facilities staff (custodians, technicians, groundskeepers etc.) and external contractors
- Plan and coordinate all installations (telecommunications, heat, electricity etc.) and refurbishments
- Manage the upkeep of equipment and supplies to meet health and safety standards
- Inspect buildings' structures to determine the need for repairs or renovations
- Create and modify specifications and scope of work documents, and CTE competencies
- Maintain logs for submittals, RFP, RFI's project warranty closeout documents and other project related correspondence
- Review utilities consumption and strive to minimize costs
- Control activities like parking space allocation, waste disposal, building security etc.
- Allocate learning labs and office space according to needs
- Handle insurance plans and service contracts

KNOWLEDGE, SKILLS, AND ABILITIES:

- Proven experience as facilities manager or relevant position
- Well-versed in technical/engineering operations and facilities management best practices
- Knowledge of grants, and grant reporting
- Knowledge of basic accounting and finance principles
- Excellent verbal and written communication skills
- Excellent organizational and leadership skills
- Good analytical/critical thinking
- Has the ability to learn detailed regulations and procedures and apply these to record keeping and practice
- Has a strong written and oral communication skill with diverse populations including families, team members, coalition members, and the public.
- Works well as part of a team and collaborates with colleagues

REQUIRED QUALIFICATIONS

- Bachelor Degree preferred
- High School Diploma or Equivalent
- 18 years of age or older
- Proficiency in typing and computers
- Must possess and maintain a valid Alaska Driver's License, liability insurance, and maintain a personal vehicle.
- Must be bondable. Must possess the ability to work with others.
- Ability to pass a criminal background check under agency and state regulations.
- Prior work history must demonstrate reliability and honesty.

PREFERRED

- BSc/BA in facility management, engineering, grant management, business administration or relevant field

DISCLAIMER

This job description reflects the best efforts of the Hydaburg City School District to describe the duties and essential job functions and qualifications of the job. It is not an exhaustive statement of all duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. Your signature indicates you have read this job description and understand the duties, essential job functions and qualifications of the job.

Other duties as assigned.

SUPERVISOR: SUPERINTENDENT

WAGE: Salary (based on experience)

HOURS: up to 40 hours per week, up to 52 weeks per year

APPLICATION DEADLINE: UNTIL FILLED

Applications are available at the School Office.

PLEASE TURN IN COMPLETED APPLICATIONS TO SCHOOL OFFICE

Maintenance Director & CTE Coordinator

Overall wage calculated: \$35.00 per hour x 8 hours x 260 days = \$72,800 annually
Full benefits both medical and AK State Retirement

Gulga Project CTE Coordinator--Responsible for overall implantation of the CTE portion of the grant, fiscal oversight of CTE portions, manages & collects data for evaluation, and participates in reporting. Implementation of the program includes supporting the provision of CTE experiences for students. These experiences may be real world hands on, simulations, shop based, on the job training, or workshop style training opportunities. Coordinator will either provide the experiences or arrange for the experiences. Records of what opportunities are provided for the students as well as participation level are required as is meaningful engagement with the evaluative team for the Gulga grant program. The Gulga Project Coordinator reports to the Project Director. **Budget: \$62,786.50 Actual: (\$47,320 @ .65 FTE of \$72,800) Fringe Budget: \$27,191.44**

Project Reboot CTE Coordinator -- Responsible supporting students to select and complete post-secondary CTE coursework. Coordinates CTE educational services and enables access to learning lab. Maintains contacts with a variety of instructors in CTE in order to facilitate student acquisition of various certifications. Performs other administrative duties services as assigned. **Budget: \$69,695 Actual: (\$14,560 @ .20 FTE of \$72,800) Fringe budget: \$35,232**

Maintenance & Safety Director – Responsible for directing the maintenance staff at HCSD. Our facilities/maintenance director is a jack-of-all-trades with skills in a variety of areas. The ideal person should have the abilities to: inspect buildings; identify/report maintenance issues (including electrical and plumbing); create work assignments for various personnel; hire/train staff; conduct performance evaluations; create maintenance reports; maintain inventory (tools, office supplies, building materials, cleaning supplies, etc); implement departmental policies and procedures; develop and recommend systems and procedures; communicate clearly and effectively within their team and to supervisors; maintain ultimate safety; and maintain knowledge of pertinent laws and ordinances. The maintenance director is typically required to perform physical labor, including the ability to stand for long periods of time, as well as a full range of bodily motions (stooping, crouching, kneeling, climbing, etc.) and lifting heavy objects. In addition, as the maintenance director for a school with a CTE focus, working with students to develop CTE competencies using the HCSD physical plant as a learning lab is required also. **Actual: (\$10,920 @ .15 FTE of \$72,800)**

	Salary	Fringe 34.24%	Total Cost
Gulga	\$47,320.00	\$16,202.37	
Reboot	\$14,560.00	\$4,985.34	
Maintenance	\$10,920.00	\$3,739.01	
Total	\$72,800.00	\$24,926.72	\$97,726.72