

PCMI, Inc.
4228 Two Mile Rd.
Bay City, MI 48706

NOTICE OF VACANCY

PCMI, Inc. is seeking applicants for the following position:

POSITION:

MAINTENANCE/CUSTODIAL SUPERVISOR

- ^ Reports directly to Superintendent
- ^ Works with building Principal on a daily basis
- ^ Provides a safe and clean learning environment for the District's students and staff

**WORKDAY/
WORKWEEK:**

260 Day Position

DUTIES:

Dynamic position will:

- ^ Provide maintenance repairs and all those duties assigned which will contribute to a high level of physical operations for the Au Gres-Sims School District's properties and grounds
- ^ Make minor and major maintenance repairs for all campus structures including; plumbing, electrical, hardware, heating and ventilating, furniture, painting, constructing, and remodeling
- ^ Be able to handle the operation and general maintenance of all building equipment
- ^ As required, work beyond the work week or work day to complete necessary tasks and handle emergencies
- ^ Inspect each building and boiler on the weekends, as required
- ^ Ensure that all custodial needs and supplies for the district are complete
- ^ Supervise all custodians and other maintenance employees and contractors working in the district
- ^ Maintain grounds, including athletic fields as requested by the Athletic Director
- ^ Perform such other duties and responsibilities as assigned by the Superintendent of Schools in accordance with the established policies and regulations of the Board of Education and the State of Michigan

QUALIFICATIONS:

- ^ High school graduate; Associates Degree preferred
- ^ Good working knowledge of general maintenance and housekeeping; building repair, ventilating, heating, lighting, hardware, water and sewage
- ^ Prior experience in janitorial field

- ^ Good working knowledge of general maintenance and housekeeping
- ^ Demonstrated knowledge of proper use of cleaning materials, cleaning implements and associated equipment
- ^ Physical ability to lift heavy objects up to 50 lbs. or more
- ^ Ability to work well with staff, students, and parents
- ^ Ability to work independently

START DATE: May 1, 2018

SALARY: Commensurate with job qualifications and responsibilities

APPLICATION MATERIALS: Letter of application stating qualifications and letter of intent; other supportive materials as desired.

APPLICATION PROCEDURE: Submit resume' and apply online to PCMI, Inc. Go to www.pcmiservices.com Click on "Apply", "Au Gres-Sims Schools," "General Employment"

APPLICATION DEADLINE: March 9, 2018