



Valley School District No. 070

3030 Huffman Road • Valley, WA 99181 • Ph: (509) 937-2791 • Fax: (509) 937-2691 • www.valleysd.org

March 25, 2021:

NOTICE OF POSITION OPENING:

POSITION: FACILITIES SUPERVISOR

DUTIES: The role of the Facilities Supervisor will be to plan, organize, budget, direct, and lead the activities of the assigned building and grounds personnel of Valley School District. The essential responsibilities are as follows:

- **Administration:** Submits budget recommendations for personnel, supplies, and equipment needed and monitors expenditures within established budget during the fiscal year. Evaluates effectiveness of each program and establishes, implements, and maintains appropriate processes and procedures for the department. Facilitates the regular bidding of maintenance contracts and District Small Works Projects. This position is a member of the District Leadership Team and is expected to attend meetings as needed.
- **Supervision:** Participates in hiring, evaluates facilities team, and ensures staff adhere to the policies and procedures of the Valley School District. Plans, schedules, directs and assigns employees who maintain buildings and grounds. Oversees and coordinates Small Works Projects and coordinates in-house construction projects.
- **Facilities Maintenance:** Makes regular and special inspections of buildings, fixtures, grounds, tools, equipment and related items for cleanliness, safety, appearance, operating effectiveness, and need of repair or replacement. Establishes routine maintenance schedules for all district systems. Keeps records, logs, and reports of all maintenance activities. Tracks facilities service requests and ensures requests are completed within established timelines and quality standards.
- **Safety & Training:** Plans and conducts individual or group training to ensure the district's safety, security, and sanitation standards are maintained. Provides for the orientation, training, and instruction of subordinate personnel in proper performance of duties, safety and appropriate care, and use of equipment. Maintains a safe and effective working environment.

MINIMUM QUALIFICATIONS: Minimum requirements include a High School diploma or GED certification. The applicant must be able to multi-task and be proficient using a computer and common software applications, such as Microsoft Office. The Facilities Supervisor must have successful experience in custodial, grounds, or maintenance responsibilities. The position also requires successful experience managing and maintaining systems related to buildings and grounds including but not limited to HVAC, security, fire suppression, clocks, electrical, water, plumbing, backup systems, irrigation, interior and exterior and site lighting, Applicants must also have successful experience with equipment including but not limited to computers, remote access control systems, office machines, large and small tractors, forklifts, trucks, and other small machinery. **Successful experience supervising a minimum of four staff members is required. Previous experience in a school district environment is preferred but not required.**



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SALARY AND BENEFITS: This is a full-time, year-round position. This position is set to begin May 1, 2021 or sooner. Placement on the salary schedule will be determined by experience and education. This position is eligible for medical and retirement benefits. The salary scale is \$63,500 - \$82,000.

WORK SETTING: This position reports to the Superintendent.

APPLICATIONS: Interested applicants should apply online by submitting the required materials online at www.valleysd.org/employment. Apply online through FastTrack.

- Formal letter of application that addresses your interest in the position, your qualities and qualifications.
- Resume.
- Three or more current letters of recommendation, one from your current supervisor.
- Transcripts (unofficial are acceptable)
- [Washington State Sexual Misconduct Disclosure Release](#).
- Copy of any certifications

Applications to begin being reviewed on Monday, April 12, 2021.

Valley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal, and provides equal access to the Boy Scouts and other designated youth groups. The following employees of the Valley School District at 3030 Huffman Rd., Valley, WA 99181 are designated to handle questions and complaints of alleged discrimination: Danielle Tupek, Title IX Liaison; Ken Davis, Section 504/ADA Coordinator; Ben Ferney, Compliance Coordinator for State Law (RCW 28A.640/28A.642). A complaint regarding alleged discrimination may be made by email to: compliance@valleysd.org, or by calling the district office at 509-937-2791.

VALLEY SCHOOL DISTRICT IS A DRUG-FREE WORKPLACE