

OLYMPIA SCHOOL DISTRICT NO. 111
Job Category: Non-represented – Classified – Exempt
Posting Dates: August 02, 2021 – Open Until Filled

The Olympia School District Human Resources Office is now accepting applications from current employees for the following positions. Interested employees should apply at: <http://edjobsnw.org>.

Position	Hours/FTE	Location
Supervisor of Maintenance & Grounds	1.0 FTE/Continuing	Support Service Center

All interested applicants should apply at <http://edjobsnw.org>.

Normal workday hours are Monday – Friday, 7:00 am – 3:30 pm, with availability 24/7 for response to emergencies.

The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.

Salary Range: \$79,268 - \$87,198

Essential Job Functions:

- Lead the Buildings & Grounds Department by demonstrating strong communication skills, confidence and integrity.
- Coordinate and communicate with district administrators and building principals for the operation and maintenance of district facilities.
- Direct work processes that promote appropriate and fair work priorities and use of resources.
- Use systems for management of records.
- Make recommendations and determine the most economical and efficient methods of purchasing, warehousing and distribution.
- Manage the district surplus process.
- Follow health and safety standards for all facilities, related systems and grounds; including appropriate preventive maintenance and inspection programs.
- Coordinate with local, state and federal agencies to promote a healthy and safe environment for students, staff and the public.
- Supervise and enforce effective safety procedures, maintain safe working conditions and enforce compliance with safety rules and regulations.
- Control and manage building access and security systems.
- Utilize contracted services when necessary, keeping informed on trends in materials, equipment advances and methods of construction and repair.
- Recruit, screen, interview and recommend candidates for employment.

- Supervise training programs to keep staff current with the most efficient and economical methods to keep buildings, grounds and facilities clean, attractive and functional.
- Have a knowledge of union contacts, bargaining, recommend disciplinary actions, and assist in resolving grievances and the development of growth plans.
- Effectively communicate both verbally and in writing, speak in public, lead and/or participate in staff meetings and training sessions.
- Promote the departmental vision for quality and service.
- Solve problems creatively and encourage staff input.
- Organize, schedule and meet deadlines and successfully lead and work with people.
- General knowledge of buildings, construction and systems, i.e. HVAC/controls, electrical, plumbing, fire alarm, and security. Able to understand building plans and specifications.
- Listen effectively and work with department and other staff, administrators, students, contractors and the public in a professional, helpful and courteous manner.
- Consistently exhibit personal qualities that are necessary in providing the district and the department with effective leadership.

Responsibilities:

- Plans, directs, coordinates the district Buildings & Grounds operations including personnel, equipment and facilities.
- Ensures the safe, efficient, and economical operating and maintaining of school district facilities.
- Ensures compliance with regulatory laws, rules and guidelines.
- Supervises and evaluates maintenance and grounds staff.
- Participates on the district management team and supports the district's strategic plan and educational goals.
- Establishes and maintains positive working relationships with staff, parents, students, and the community.
- Participates on the Buildings & Grounds Department Safety Committee and provides assistance to the District-wide Safety & Security team.
- Coordinates with the Capital Projects Department for construction projects and short- and long-term planning.

Job Requirements - Qualifications:

- **Education and/or Experience:** Five years or more of successful experience in a leadership role and college degree or advanced professional or technical training; Preferred experience includes supervision and evaluation of employees, labor relations administration with represented employee groups, budget development and fiscal management responsibilities; Demonstrated history of consistency and fairness in addressing complaints/concerns; Demonstrated ability to develop and maintain positive working relationships with the public, staff, and administrative colleagues/supervisors.
- **License, Certification, and/or Training Required:** Licensed and demonstrated 5 years proficiency as an Electrician, Plumber, HVAC Technician, Landscape Architect or

Construction Project Manager; Valid Washington State Driver's License; Criminal justice fingerprint clearance.

- **Physical and Environmental Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This position frequently works outdoors and in temperature and humidity controlled environments. The employee may sit or stand for longer than 2 hours at a time, may lift objects repeatedly, and may undertake repeated motions.

Reports to and Evaluated by: Executive Director of Operations.

Application Procedure for out of district candidates

Out-of-district applicants please apply through EdJobsNW at <https://edjobsnw.org>

If you share our commitment to provide challenging opportunities for all students to be successful, we'd like to hear from you!

Olympia School District 111 Bethel St. NE Olympia, WA 98506
(360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

Equal Employment Opportunity:

Olympia 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 or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – Michael Hart, (360) 596-8545, mhart@osd.wednet.edu; Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, alara@osd.wednet.edu; Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, klturcotte@osd.wednet.edu; ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, shoff@osd.wednet.edu; Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, sniemann@osd.wednet.edu. Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.