



**HAMILTON COUNTY  
COMMUNITY UNIT DISTRICT NO. 10**  
804 Golf Course Road ♦ P.O. Box 369  
McLeansboro, Illinois 62859  
(618) 643-2328

**VACANCY NOTICE**

POSITION: Director of Maintenance

QUALIFICATIONS: See attached job description.

APPLICATION PROCEDURE: Interested applicants must submit a resume and a completed all-in-one application form (available on-line at [www.unit10.com](http://www.unit10.com), click on employment link, or contact the unit office at 618-643-2328) to:

Travis McCollum, Superintendent  
Hamilton County Community Unit District No. 10  
804 Golf Course Road  
P. O. Box 369  
McLeansboro, IL 62859

APPLICATION DEADLINE: Open Until Filled

## JOB DESCRIPTION

TITLE: Director of Maintenance

QUALIFICATIONS: 1. Demonstrated knowledge in all phases of plant maintenance, personnel supervision, and buying supplies, equipment, and tools.

2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: Custodial & Maintenance Staff

JOB GOAL: To maintain the physical plant and grounds in a condition of operating excellence so that full educational use of them may be made at all times.

### PERFORMANCE RESPONSIBILITIES:

1. Help in selection, assignment, and training of members of the custodial staff.
2. Plan and oversee all maintenance and repair work, maintaining a high standard of safety, efficiency, and cleanliness.
3. Monitor the time records of all the custodial employees.
4. Purchase janitorial and maintenance supplies, tools, equipment, and furniture.
5. Evaluate the performance of all the custodial personnel on a regular basis.
6. Strive constantly to promote the safety, health, and comfort of the students and employees, which include, but are not limited to, the following safety responsibilities:
  - a) asbestos inspections
  - b) boiler inspections
  - c) chemical inspections
  - d) bleacher inspections
  - e) fire extinguishers
  - f) general building and playground inspections
  - g) equipment
  - h) floor safety (controlling hazard areas)
  - i) pest control
  - j) fire alarm systems

- k) disaster preparedness plan
- 7. Examine school buildings on a regular basis for need of repairs; establish and recommend priorities on repair projects.
- 8. Estimate cost of projects in terms of labor and material.
- 9. Establish and monitor a preventive maintenance program.
- 10. Help to establish a program to bring building in compliance with the Health and Safety Code. Recommend projects to be done by the maintenance staff and projects to be done by contracting.
- 11. Oversee the preparation and setting up for school and rental activities, such as sports, plays, dances, gospel singings.
- 12. Be responsible for the security of the buildings and grounds.
- 13. Take inventory of all furniture, tools, and equipment, for insurance purposes.
- 14. Check out supplies for cooperative purchasing.
- 15. Help in planning and designing of building and grounds for future growth of the campus.

**TERMS OF EMPLOYMENT:** Salary as established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of Board's policy on staff evaluation.