

Maintenance Manager Position Posting

Earlywood Educational Services is a special education cooperative serving six school districts just south of Indianapolis. We are pleased to announce an opening on our team for a Maintenance Manager. This person is responsible for the overall cleanliness, sanitation, security, safety, and maintenance of Earlywood Educational Center.

Interested candidates should submit a letter of interest and completed application to Dr. Angela Balsley, Executive Director, at abalsley@earlywood.org. Applications are available at this link or on our website.

Job Description

Custodial

- Maintain fresh and sanitary restrooms and kitchen
- Remove trash from kitchen, classrooms, and offices
- Clean classrooms, offices, and common areas: dusting, vacuuming, mopping, windows
- Respond to unexpected cleaning needs (sick student, water leak, clogged plumbing)
- Stock copy paper, empty shredder and recycling bin
- Maintain daily, weekly, monthly, and seasonal cleaning rotation

Buildings Maintenance & Operations

- Pick up and deliver daily lunches and supplies
- Clean cafeteria and kitchen following lunch
- Prepare for meetings and activities by setting up and tearing down tables and chairs
- Service and maintain activity bus (fuel, clean, prep, manage schedule)
- Provide training on and documentation of activity bus driver training
- Manage inventory of building supplies (janitorial, snow and water softener salt)
- Maintain systems and equipment and ensure required inspections (fire, HVAC, etc.)
- Seasonal operation and maintenance of HVAC system
- Maintain updated Facility Operations Plan (date of repairs, outlook for future repairs)
- Perform minor maintenance repairs (replace lightbulbs, drywall, paint, etc.)
- Coordinate with contractors for larger repairs and building work
- Maintain and prepare contracts for annual renewal (trash, snow removal, etc.)
- Assist OT/PT program with maintenance, adjustments, and cleaning of equipment
- Assemble furniture and equipment, moving furniture throughout building

Grounds Maintenance

- All lawn care (mow grass, blow clippings, trim bushes, remove weeds, etc.)
- Remove debris and trash from property
- Hang and lower flag according to government schedule

- Remove snow and ice from walks, treat with salt
- Coordinate with contractors for parking lot snow removal and larger landscape needs
- Inspect and upkeep playground
- Clean exterior and interior of entrances

Building Safety

- Conduct and document required safety drills
- Actively participate with Safety Committee
- Obtain and maintain School Safety Specialist Certification
- Obtain and maintain current CPR and First Aid Certifications
- Respond after hours for calls with intruders and fire alarms
- Manage fob distribution and data
- Ensure building is equipped with necessary safety equipment and supplies
- Conduct and document training on AED

Other Duties and Responsibilities as Assigned

Education and Related Work Experience:

- High school diploma
- Valid driver's license
- Experience with custodial work

Technical Skills, Knowledge, and Abilities:

- Oral and written communication skills
- Interpersonal relation skills
- Ability to self-manage and prioritize multiple tasks with frequent interruptions
- Ability to work effectively with students with diverse backgrounds and abilities
- Ability to communicate, interact, and work harmoniously, effectively, and cooperatively with coworkers
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to supervisor
- Operational knowledge of custodial equipment and basic computer skills
- Ability to perform physical tasks necessary to perform all functions of job duties (may include, but not limited to: climbing ladder, lifting up to 75 pounds, driving, operating equipment, etc.)
- Satisfactory personal appearance and hygiene

260 day contract with competitive salary, benefits, and paid time off

Date Posted: February 4, 2019

Start Date: May 1, 2019

Learn more about Earlywood Educational Services:

