

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Facilities and Maintenance Director

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED.
2. Experience in supervision of multiple trades operations.
3. Alaska certificate/license in technical trades preferred.
4. Maintenance related experience in rural Alaska or similar conditions.
5. Experience in training of maintenance crews, budgeting, job costing, purchasing and planning of construction projects.
6. Supervisory experience preferred.
7. Willingness to travel frequently.

ESSENTIAL FUNCTIONS:

1. Examines school facilities and equipment on a regular basis for needed repairs and maintenance.
2. Hires and supervises crews for maintenance projects.
3. Prepares reports and projections on costs of projects.
4. Responsible for ordering fuel, maintenance and custodial supplies for all District sites.
5. Works with site administrators on building upkeep, security and emergency procedures.
6. Oversees pupil transportation program.
7. Oversees functionality and maintenance of district vehicles (bus, boat, plane, and other vehicles)
8. Ensures that standards consistent with all applicable laws and codes are maintained at a minimum or above.
9. Access SERRC maintenance system and create / view / update work orders.
10. Handles confidential materials professionally.
11. Performs other duties as assigned.

Reports To: Superintendent

Salary: \$56,160 / year. or more, DOE

Length of Employment: 12 months per year, assigned hours per day

Kuspuk School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.