

PUBLIC SCHOOLS OF CALUMET-LAURIUM-KEWEENAW  
Calumet, Michigan 49913

**ANNOUNCEMENT OF POSITION VACANCY**

**TITLE OF POSITION:** Building Supervisor

**GENERAL DESCRIPTION:**

This is a 12-month per year position.

The successful candidate must have good personal relation skills necessary to effectively work with students, parents and school personnel. The candidate must have a proven work history demonstrating knowledge of mechanical, electrical, plumbing, masonry, and carpentry work. Self-directed qualities are essential.

The successful candidate will assume the following responsibilities:

- General supervision of maintenance, grounds and custodial activities in all school buildings
- Custodial staffing, training, safety meetings and scheduling
- Inventorying and ordering of equipment and supplies
- Set-up and staff all building rentals
- Work with building administrators and school staff requests for maintenance, and maintain proper communication
- Agassiz Field and playground maintenance
- Coordinate and supervise annual summer cleaning of all school buildings
- Maintain septic and sewer systems
- Pest management
- Maintain proper asbestos training, certification and inspections
- Elevator maintenance and inspections
- Perform regular inspections of all school facilities, and maintain records and action plans for all needed repairs
- Handle day-to-day facility and grounds issues in coordination with district Maintenance Supervisor, and properly communicate with school staff

**STARTING DATE:** July 1, 2019

**SALARY:** To be determined

**CLOSING DATE:** Tuesday, April 23, 2019 @ 12:00 PM

**APPLICATION:** Send letters of application or direct any questions to:  
Mr. Christopher Davidson, Superintendent  
Public Schools of C-L-K  
57070 Mine St.  
Calumet, MI 49913