



PERSONNEL BULLETIN
PLEASE POST IN ALL APPROPRIATE AREAS

ANTICIPATED VACANCY

POSITION: Building Maintenance Mechanic Crew Chief

LOCATION: Facilities & Operations

SCHEDULE: 8 HOURS/DAY, 12 MONTHS/YEAR (Second Shift 2:00 p.m.–10:30 p.m.)

SALARY: STEP 1 (\$24.00) – STEP 5 (\$27.65)

EFFECTIVE: Immediate

**GENERAL
RESPONSIBILITIES / REQUIREMENTS:**

Working under the general direction of the Director of Facilities, the Crew Chief is responsible for the efficient and economical maintenance of district facilities, overseeing a small number of maintenance personnel. This position is expected to perform tasks related to electrical, carpentry, and other facility maintenance and repair tasks. In addition, this position assists the director with supervising facility staff in the field and interviewing prospective employees. Makes recommendations to director in regards to addressing personnel issues, departmental transactions and project schedules as it relates to the assignment of staff. Keeps records and makes reports of supplies and materials used as well as departmental needs. Assists grounds personnel with snow removal and other district departments when necessary. Must be available for both unscheduled and emergency call-in as well as general overtime when necessary. Good physical condition commensurate with the demands of the position, including ability to lift at least fifty (50) pounds, work in tight spaces, and climb/stand on tall ladders.

APPLICATION DEADLINE: Friday, July 29, 2016

To Apply: Current staff must submit a CSEA Application Summary Profile Form and resume no later than **Friday, July 29, 2016**. Those not currently employed by the District should apply online through OLAS, or submit a letter of interest and a Non-Instructional Application for the position to the Office of Human Resources by no later than **Friday, July 29, 2016**.

Shenendehowa Central School District is an equal opportunity employer. It does not discriminate against applicants or employees on the basis of age, race, creed or religion, color, national origin, sexual orientation, military status, gender, disability which can be reasonably accommodated without undue hardship, genetic predisposition or carrier status, marital status or any other classification protected by law.