



---

**PERSONNEL BULLETIN**  
PLEASE POST IN ALL APPROPRIATE AREAS

---

**ANTICIPATED VACANCY**

**POSITION:** Groundskeeper Crew Chief  
**LOCATION:** Facilities & Operations  
**SCHEDULE:** 8 HOURS/DAY, 12 MONTHS/YEAR  
**SALARY:** STEP 1 (\$22.89) – STEP 5 (\$24.62)  
**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 the District grounds, athletic fields, parking lots and roadways. This position is expected to perform tasks related to the preparation and maintenance of the school grounds, including snow plowing, snow and ice removal and upkeep of the athletic fields and recreational areas. In addition, this position assists the director with supervising grounds 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. Oversees a small number of maintenance personnel. Keeps records and makes reports of supplies and materials used as well as departmental needs. Conducts regular inspections of grounds needs and makes recommendations for improvements. Coordinates the assistance to other departments when needed. Makes necessary arrangements to keep all groundskeeping equipment in working order. 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. A Class B Commercial Driver's License is required for this position, District will provide necessary training.

**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.