

MENOMINEE INDIAN SCHOOL DISTRICT



P.O. BOX 1330

KESHENA, WISCONSIN 54135-1330

715/799-3824

FAX 715/799-4659

FACILITIES DIRECTOR

Internal/External Posting

The Menominee Indian School District has a full time (12 month) position available as a Facilities Director.

QUALIFICATIONS:

Candidate shall possess a minimum of a high school diploma, prefer technical school training in one or more trades. Significant prior maintenance, custodial and customer service experience is required with some combination of 3-5 years minimum. Computer literate and able to work with the District's budget process. Proven supervisor and customer service skills required.

SPECIAL QUALIFICATIONS:

Knowledge of mechanical, plumbing, electrical and HVAC equipment and processing; Ability to estimate costs and work effort; Ability to supervise personnel; Good communication skills. Able to work well with administrators and staff.

RESPONSIBILITIES:

Supervise employees and physical resources to assure that District facilities are open and operated in a clean and safe manner, thus providing a healthy learning environment; oversee and contact repair services or contractors to provide ongoing services, repair, construct or remodel facilities in a timely manner; perform management and related technical duties that are essential to supporting the operation of District facilities.

REPORTS TO:

District Administrator

SALARY RANGE:

Competitive salary and benefits.

DEADLINE DATE:

June 3, 2019

TO APPLY:

Interested applicants can apply through WECAN <https://wecan.education.wisc.edu> or access site at www.misd.k12.wi.us (click on Employment). For further information contact 715-799-3824, ext 6011.

POSTED:

May 24, 2019