



REAVIS HIGH SCHOOL DISTRICT 220  
BURBANK, ILLINOIS

VACANCY NOTICE

**Title:** Second Shift Maintenance and Security Supervisor

**Term of Employment:** Twelve Months

**Reports To:** Director of Buildings and Grounds and/or Director of Transportation and Operations

**Summary:** Lead the planning, organizing, and supervising of all the maintenance activities and security programs during the afternoon and evening hours of school operations.

**Essential Duties and Responsibilities:**

1. Manage all aspects of Custodial and Facility Maintenance including cleaning activities, special support, and equipment maintenance and repair.
2. Coordinate with Security Personnel all operations, planning, and procedures related to ensuring a safe and secure learning environment.
3. Plan, schedule, and implement projects and work request as assigned.
4. Prepare work assignment and personnel schedules.
5. Evaluate and document the performance of employees including written employee evaluations.
6. Administer union contract and district personnel policies.
7. Assist in the development of staff training programs and personnel development.
8. Inspect work in progress and at completions for good workmanship and for conformance to instructions and accepted sanitation practices.
9. Develop, implement, and coordinate a comprehensive cleaning program to assure compliance with federal, state, and local environmental, safety, and health codes.
10. Coordinate contracted services including the identification, supervision, and evaluation of contractors.
11. Supervise and coordinate the activities of all Building and Grounds personnel as assigned.
12. Other duties as assigned by Supervisors.

**Qualifications:**

1. Successful supervisory experience in a similar position for at least three years.
2. General working knowledge of heating, air-conditioning, electrical, plumbing, and other mechanical systems.
3. Managerial communication skills, problem solving skills, and the ability to sustain collaborative approaches in working with Administrative, Custodial, Maintenance and Support Staff members, as well as external contacts.
4. Experience providing safety training in a variety of contexts.

**Special Condition of Employment:** This position is on 24-hour Emergency Call.

**Salary:** Commensurate with training and experience.