

# **Clarendon CISD**

## **VACANCY ANNOUNCEMENT**

**Position Title:** Maintenance Director & Custodial Supervisor/Bus Driver

**Position Summary:**

- Total facility upkeep. Perform general maintenance and repair of building structures and their mechanical, electrical, and sanitary systems throughout the district.
- Bus driving responsibilities

**Qualifications:**

**Education/Certification**

- Must obtain within one year of employment: Non-Commercial Applicators License for Lawn, Ornamental, and Weeds
- Valid Texas Driver's License (CDL) with S endorsement and Bus Certification

**Experience**

- Preferred experience in general building maintenance, lawn work, carpentry, plumbing, and electrical work

**Special Knowledge/Skills**

- Knowledge of basic construction and routine maintenance and repair procedures
- Ability to lift heavy objects
- Ability to perform manual labor
- Ability to operate hand and power tools
- Ability to follow verbal and written instructions
- Ability to communicate effectively (verbally)
- Ability to work independently

**Duties and Responsibilities (examples):**

- Special duties (on-call facility emergency repairs/system critical).
- Assist skilled workers with repair and maintenance of district facilities including repairing woodwork; replacing electrical switches, fixtures, and motors; painting, repairing, and replacing plumbing fixtures and drainage systems; and replacing broken glass.
- Inspect building exterior and interior, playground equipment, and grounds; perform maintenance and minor repairs.
- Complete repairs as requested on work orders or by the administrative team.

**Salary:**

- Negotiable – dependent upon special skills (salaried position)

**Length of Work Year:**

- 12 month

**Application Procedures:**

- **Complete and submit a Support Staff application available on District Web Site [www.clarendonisd.net](http://www.clarendonisd.net)**
- **Attach resume validating skills and ability**
- **References from past employers and character references**
- **District Contact: Mr. Jarod Bellar 806-310-7220**

**Application Deadline:**

- **Until Filled**