

**HARLAN COUNTY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER**

V A C A N C Y B U L L E T I N

POSITION: Director of Maintenance

LOCATION: Districtwide

LENGTH OF EMPLOYMENT: Remainder of 2011-2012 School Year

SALARY RANGE: 2011-2012-Salary Schedule

CERTIFICATION/QUALIFICATIONS: Any combination equivalent to: College-level course work in business administration including one or more maintenance disciplines or related field and five years experience in the maintenance field including at least two years supervisory experience; At least two certificates or licenses in HVAC (master's license), boiler or wastewater, electrical and drinking water; Interpersonal skills using tact, patience and courtesy; Valid driver's license; Knowledge of tools and equipment; Knowledge of proper methods of storing equipment, materials and supplies; Health and safety regulations; Federal, state, county and city laws, codes and regulations related to building and grounds maintenance; and numerous others as listed in the District's Job Descriptions.

JOB DESCRIPTION (Condensed): Plan, organize, coordinate and implement general maintenance activities including routine and emergency electrical, plumbing, masonry and HVAC systems, create and implement preventive maintenance programs.

EFFECTIVE EMPLOYMENT DATE: After application deadline

APPLICATION DEADLINE: December 27, 2011

NON-DISCRIMINATION POLICY: The Harlan County School District practices non-discrimination in employment. Harlan County School District complies with Title IX, Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990. The school district does not discriminate on the basis of race, color, age, national origin, religion, creed or marital status, in the education programs or activities it operates. The Harlan County Public Schools will seek minorities in the areas of under utilization.

TO APPLY: SUBMIT A WRITTEN LETTER STATING EXACT POSITION(S) APPLYING ALONG WITH A COMPLETED APPLICATION. APPLICATIONS MUST BE RECEIVED IN THE OFFICE OF THE ASSISTANT SUPERINTENDENT IN CHARGE OF PERSONNEL NO LATER THAN 3:30 P.M. ON THE DEADLINE DATE. INTERESTED PERSONS MAY VISIT THE PERSONNEL OFFICE OF THE HARLAN COUNTY BOARD OF EDUCATION FOR AN APPLICATION, JOB DESCRIPTION AND NEEDED QUALIFICATIONS.

SEND TO: ASSISTANT SUPERINTENDENT FOR PERSONNEL, HARLAN COUNTY SCHOOLS, 251 BALL PARK ROAD, HARLAN, KENTUCKY 40831.