NOTICE OF VACANCY
PIONEER CENTRAL SCHOOL DISTRICT

POSTING DATE: June 25, 2019
START DATE: ASAP
POSITION: Crew Chief
HOURS: 12-month position; Mon-Fri; 6:00am – 2:30pm (flexible according to weather and sports seasons)
*Occasional overtime is expected when required*
SUPERVISOR: Nick Titus; Director of Facilities
DUTIES: See attached
QUALIFICATIONS REQUIRED: See attached
QUALIFICATIONS DESIRED: See attached

Application files will be reviewed beginning July 8, 2019. To be given full consideration, all application materials should be on file by that date. However, applications will continue to be accepted until the position is filled.

Please forward all information to: Jeannene Wagner; Director of Human Resources
jwagner@pioneercsd.org
PO Box 619
Yorkshire, NY 14173

Pioneer Central School is in compliance with the US Civil Service Rights Act of 1964 and the Title IX Education Amendments of 1972, Part 86. The District provides equal employment opportunity to all individuals and does not discriminate on the basis of color, race, religion, national origin, ancestry, sex, age or handicapping condition. The 504 compliance officer can be reached at 492-9435. The Title IX compliance officer can be reached at 492-9304.
Pioneer Central School Crew Chief

Overview:

This position is a working supervisor position. The Crew Chief is considered an essential employee on call 24 hours a day/7 days a week. The Crew Chief supervises a combination of 4 to 8 full time permanent positions and seasonal, temporary positions, which are charged with the maintenance, care and condition of School District grounds, gardens, athletic fields, walkways, parking lots and roads. The Crew Chief ensures that work meets the standards of quality and quantity, makes recommendations regarding personnel actions such as hiring, disciplinary actions and overtime. Incumbent will be responsible for training employees and providing detailed oral and written instructions to direct reports; incumbent will manage all functions for grounds department personnel including project planning, purchasing services, personnel and employee relations, inventory and budget projections and analysis.

Preferred Qualifications:

Minimum of four years’ experience in the management and/or supervision of a grounds care operation in an educational setting, to include snow removal, athletic field maintenance, turf management, plant care, vehicle and equipment maintenance. Ability to climb, stoop and do medium (a minimum of 50 pounds) to heavy labor and lifting. Applicants must possess a valid New York State Commercial Driver’s License, be able to understand and follow directions and read, write and communicate verbally. Candidates must provide a record of dependability and past work performance. Candidates must possess computer skills adequate to work with computerized maintenance management systems and other computerized applications as assigned. Candidate must have the ability to interact with maintenance staff and members of the School District community in a congenial, supportive and service oriented manner.

Required Qualifications:

This position requires a minimum of a two years’ experience in full time employee supervision, two years’ experience in snow removal processes and grounds care.
Job Duties/Responsibilities

• Directly supervise and coordinate activities of grounds crew engaged in snow removal, athletic field maintenance, landscaping and grounds keeping activities
• Responds, prioritizes and schedules requests for routine to urgent grounds maintenance service.
• Schedules and assigns work crew to specific jobs and periodically spot checks worksites to ensure projects are progressing according to schedule and that materials and equipment are used properly.
• Provides training to staff by demonstrating proper use of equipment and materials and the performance of specific tasks to meet quality standards.
• Provides instruction and assistance in performing routine jobs for Grounds Workers and Laborers.
• Plans or assists in the planning of landscaping and other grounds projects by preparing rough sketches and schedules and estimates of the man power, materials and equipment needed to accomplish the project.
• Provide managerial oversight for garage operation including vehicle inspections including NYSDOT inspections and serve as fleet manager.
• Improve maintenance procedures to assure maximum return on investment of all equipment and vehicles.
• Develop and maintain schedules and activities of all equipment and materials, to ensure prolonged life, usefulness and safety of equipment to minimize breakdowns, failures and hazards.
• Prepares purchase orders and justification for grounds/garage materials, equipment and supplies.
• Assists in the selection of grounds contractors and monitors the work to ensure completion according to contract specifications.
• Prepares the annual equipment, supplies and personal budget and justification for grounds/garage department operational costs.
• Supervises grounds inventory
• Develop, implement and maintain cohesive landscaping.
• Interview and assist with selecting new staff.
• Train new employees.
• Handles employee relations issues including interviewing, assisting with selecting new staff, evaluating work performance and counseling employees.
• Maintains work orders with written records of employee time, worked performed and materials used.