



SHELBY PUBLIC SCHOOLS  
VACANCY NOTICE  
*Internal/External*

**Posting Date:** March 5, 2021

**Position:** **Maintenance Supervisor**

**Responsibilities:**

- Heating/Cooling/Refrigeration/Plumbing/Electrical system maintenance
- Entrance (doors, locks, closers) system maintenance
- Food service/Concession equipment/appliance maintenance
- Custodial equipment (vacuum, flooring machine) maintenance
- Irrigation system maintenance
- Roofing/Ceiling system maintenance

**Requirements:**

- Previous maintenance work experience, preferred
- Knowledge of HVAC, plumbing and electrical systems
- Certification/Licenses in one, or more, of HVAC, plumbing, electrical systems, preferred
- Effective communication, organizational, and teamwork skills
- Must be able to lift, carry, and clean
- Collaborate with coworkers, vendors and other professionals
- Any other qualifications as deemed appropriate

**Reports to:** **Superintendent**

**Job Goal:** The Maintenance Supervisor coordinates the installation, maintenance, and repairs of all company machinery and equipment within the facility, including any maintenance or repairs of the building or property.

**Applications:** **Submit a Letter of Application to:**  
Rebecca Guerra  
Shelby Public Schools  
525 N. State Street  
Shelby, MI 49455  
Or email to: [hresources@shelby.k12.mi.us](mailto:hresources@shelby.k12.mi.us)

**Deadline for Applying:** **March 17, 2021 or until filled.**

**Approved By:**  \_\_\_\_\_ **Date:** March 5, 2021  
Tim Reeves, Superintendent

**NOTICE:** It is the policy of the Shelby Public School District not to discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Superintendent; 525 N. State Street; Shelby, MI 49455; 231-861-5211