

EAST HAMPTON PUBLIC SCHOOLS

1 Community Drive, Suite 1
East Hampton, CT 06424
Telephone: (860) 365-4000
Fax: (860) 365-4004

NOTICE OF VACANCY

Posting Date: March 15, 2021

POSITION: Director of Facilities (Buildings and Grounds) for Schools and Town of East Hampton

LOCATION OF ASSIGNMENT: Districtwide

ANTICIPATED STARTING DATE: July 2021

DESCRIPTION OF POSITION:

Directs, controls and coordinates all town-wide (both general government and education) public buildings, physical plant maintenance and improvement programs, and construction/renovation projects, including ongoing supervision of all related projects and activities associated with same. Exercises authority and responsibility under the direction of the Town Manager and the Superintendent to ensure proper physical plant maintenance and improvements of assigned structures. Work involves maintenance scheduling, coordination, oversight and management as well as carrying out applicable town policies along with state and federal regulations pertaining to areas of jurisdiction and ensuring compliance with same.

Works under the general direction of the Town Manager and Superintendent and in coordination with all town department heads including the Parks and Recreation Department, through its Director, which department is responsible for grounds maintenance and all park facilities, and the Department of Public Works, through its Director, which department is responsible for parking lot snow removal and assistance related to parking lot maintenance.

QUALIFICATIONS:

- Strong building, mechanical, electrical systems, boiler and HVAC equipment background
- Experience in the maintenance of large buildings and facilities, preferably in a school district
- Excellent organizational skills, interpersonal skills, verbal and written communications skills
- Working knowledge of Occupational Safety and Health Administration (OSHA), American and Disabilities Act (ADA), Building Officials Code Association (BOCA, and other related code compliances
- Experience in the supervision of custodial employees

APPLICATION PROCEDURE:

Please apply on-line at <http://www.applitrack.com/easthampton/onlineapp/>

Only completed applications with required documentation submitted will be considered.

To obtain further information contact:

Paul K. Smith, Superintendent of Schools
East Hampton Public Schools
1 Community Drive, Suite 1
East Hampton, CT 06424
psmith@easthamptonct.org

APPLICATION CLOSING DATE: Open until filled

Nondiscrimination Statement of the East Hampton Public Schools:

The East Hampton Board of Education, in compliance with federal and state law, affirms its policy of equal educational opportunity for all students and equal employment opportunity for all persons. It is the policy of the District to promote nondiscrimination and an environment free of harassment regardless of an individual's race, color, religion, sex, sexual orientation, gender identity/expression, national origin, ancestry, disability (including but not limited to, intellectual disability, past or present history of mental disorder, physical disability, or learning disability), genetic information, marital status, or age or because of the race, color, religion, sex, sexual orientation, gender identity/expression, national origin, ancestry, disability, genetic information, marital status, or age of any persons with whom the individual associates. The District shall provide to all students without discrimination, course offerings, counseling, assistance, employment, athletics, and extracurricular activities. The District shall provide equal access to the Boy Scouts and other designated youth groups. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with federal and state statutes and regulations.