

**ABINGTON SCHOOL DISTRICT
Abington, PA 19001**

**HUMAN RESOURCE MEMO #26
October 10, 2018**

POSITION: Assistant Supervisor of Custodial Services

SALARY RANGE: Competitive Salary

POSITION SUMMARY:

The Assistant Supervisor of Custodial Services oversees custodial operations and staff in the school district in conjunction with the Supervisor of Custodial Services, including work plans, budget estimates, maintain records, purchase of custodial supplies and equipment, evaluate conditions of buildings, oversee permits, and staff supervision and training.

QUALIFICATIONS:

- Minimum five years experience in the supervision and operation of a large custodial and/or maintenance work force; experience in Pennsylvania public school district preferred.
- Knowledge of applicable rules, guidelines and governmental regulations associated with school maintenance and custodial operations; specific knowledge of EPA AHERA and Pennsylvania Integrated Pest Management Regulations preferred.
- Strong leadership, organization, written and verbal communication and supervisory skills; strong mathematical aptitude; technological competency, specifically word processing, spreadsheets and correspondence through district e-mail; familiarity with computer based work order systems preferred.
- Ability to evaluate manpower requirements and prioritize work and a demonstrated knowledge of custodial and preventive maintenance principals and work practices.
- Valid driver's license with a good driving record required.
- Ability to work flexible hours, position currently second shift.
- High School diploma required and college degree in related field preferred.

APPLICATION: Interested individuals should send a letter of application and updated resume to:

Office of Human Resources
Abington School District
970 Highland Avenue, Abington, Pa. 19001
P (215) 881-2509 F (215) 881-2589
hr@abington.k12.pa.us

DEADLINE: **October 19, 2018**

Abington School District is committed to complying fully with all Federal and state laws banning discrimination on the basis of race, color, national origin/ethnicity, veteran status, gender, age, disability, sexual orientation, gender identity/expression, or religion with regard to instructional programs, extracurricular activities, and employment practices. Any person who believes himself or herself to be a victim of discrimination by the school district should refer the matter to the attention of the building principal or area supervisor. If the matter is not resolved satisfactorily, it should be brought to the attention of the Superintendent of Schools. The following people have been designated to handle inquiries regarding the nondiscrimination policies: