



To apply to this position, please go to the North Clackamas School District jobsite, Frontline/Applicant Tracking and apply to JobID# 10085:

<https://www.applitrack.com/nclack/onlineapp/>

Supervisor, Facility Operations, (1.0 FTE), Perm

JobID: 10085

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Position Type:  
Administration – Non-Licensed/Facilities

Date Posted:  
1/2/2024

Location:  
Facility Operations

Date Available:  
03/04/2024

Closing Date:  
01/19/2024

**Supervisor of Facility Operations, (1.0 FTE), Full-time, Permanent, 2023-2024 School Year**

***This position is anticipated to start March 3, 2024.***

The North Clackamas School District strives to create an inclusive environment that welcomes and values the diversity of our staff and students. We foster equity and inclusion to create a workplace environment where everyone is treated with respect and dignity.

With approximately 2,000 employees, North Clackamas is nationally recognized for outstanding programs supported by the efficient utilization of resources. The North Clackamas community expects, and school leaders ensure, accountable and transparent investments that place funding as close to the student as possible.

Formed in 1971, North Clackamas School District is Oregon's sixth-largest school district and spans more than 40 square miles just southeast of Portland, OR.

We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. We would encourage you to apply, even if you don't believe

you meet every one of our qualifications described. If you are unsure whether you meet the qualifications of this position, or how this would be determined, please feel free to contact Human Resources to discuss your application. Preference will be given to those applicants with work or lived experience with culturally, linguistically, and racially diverse communities.

**Position Summary:**

Responsible for the day-to-day activities of Facility Operations staff to include supervision of Facility Operations Buildings and Grounds Staff. Assists in planning, directing, coordinating, and leading maintenance workers and contractors in general maintenance of district facilities, building support systems, and related equipment.

**Minimum Qualifications:**

1. Incumbents must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Post-secondary training in building maintenance, construction and or the ability to obtain a Bachelor's Degree in Business, Business Management, Engineering or Project Management related fields.
3. Minimum of five (5) years of progressively responsible experience in facilities operations and maintenance which involved lead or management responsibilities and provided knowledge of building structures and support systems.
4. Knowledge of safety standards, laws, codes, rules, policies and regulations relating to school facility maintenance and operation.
5. Strong understanding and history of successful customer service and ability to establish and maintain effective relations with patrons and staff.
6. Effective oral and written communications; strong analytical ability, and the ability to prepare efficient and effective reports.
7. Ability to work both independently and cooperatively.
8. Skill in the use of office technology and facility management technology.
9. Ability to organize work, set priorities, and meet deadlines.
10. Demonstrated supervisory ability.
11. Possess a valid state driver's license, be eligible for a Commercial Driver's License, and possess a safe driving record. Be willing and able to operate district vehicles and equipment.
12. Maintain exceptional attendance and punctuality.
13. Adhere to all District policies and general workplace expectations.

**Desired Qualifications:**

1. Bachelor's degree in appropriate fields.

2. Multiple trades background.

**Terms of Employment:**

- 2023-2024 Annual Compensation Range: \$108,645 - \$122,773
- Employees shall assume and pay the six percent (6%) employee contribution/payment required by ORS 238A to PERS.
- Position is a 260-day work year that will include some evening and weekend work expectations.
- Excellent benefits including medical, dental, eye insurance coverage, cell phone and mileage stipends, life insurance and paid leave. If North Clackamas Medical Plan V chosen, an employer contribution of \$1,500 - \$3,000 will be invested in employee's HRA VEBA, funded every January 1.
- Professional development funds available.
- An annual stipend of \$3,000 if you hold a PhD, EdD or JD.

Equal Opportunity Employer/Drug Free Workplace.

North Clackamas School District policy provides veterans and disabled veterans with preferences as required by law.

The North Clackamas School District does not discriminate on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status. The following person has been designated to handle inquiries regarding discrimination: Michelle Riddell, Title IX Coordinator, 12400 SE Freeman Way, Milwaukie, OR 97222. For these Title IX inquiries, please contact 503.353.6000.

For employment related information, please go to our Human Resources employment page at <https://www.nclack.k12.or.us/hr/page/careers-ncsd>