



# WABASH AND OHIO VALLEY SPECIAL EDUCATION DISTRICT

David Kaytor, Director

800 S. Division Street | Norris City, Illinois 62869 | 618-378-2131 | Fax: 618-378-3153 | [www.wovsed.org](http://www.wovsed.org)

## VACANCY NOTICE

### Director of Custodial and Environmental Services

**Starting Date:** TBD

**Qualifications:** Must have a high school diploma or GED, and a valid driver's license. College course work in industrial technologies, facilities management or related fields or work experience in custodial, maintenance or related fields preferred.

**Basic Job Duties:**

- Administer aspects of personnel management within area of supervision.
- Provide overall direction for physical plant functions including HVAC, electrical, plumbing, carpentry, painting, roofing, general maintenance, grounds upkeep and landscaping.
- Perform routine inspections of required systems (AED, emergency lighting, etc.) and maintain verification reports of the inspection.
- Inspect buildings, facilities, equipment and grounds daily.
- Keep buildings, grounds and equipment in safe working order.
- Perform routine upkeep and maintenance of equipment. Check equipment for working order.
- Work with building administrator to identify and prioritize all repair, maintenance, and cleaning projects for the summer.
- Technology: Create reports/logs, use internet to research order products and parts.
- During non-school periods during the school year, such as Christmas and spring break, coordinate repairs of intermediate nature and more thorough major cleaning.
- Maintain heating and cooling systems
- Perform all Custodial responsibilities and additional essential job functions. (see below)
- Perform other tasks as may be requested or assigned to insure proper functioning of the buildings, facilities, grounds, equipment and programs.

**Salary:** Based upon Education and/or experience  
Year round – 90 day probation period

**Benefits:** Health Insurance, vacation, sick and personal days.

**Application Process:**

Please submit a letter of interest, transcripts and current resume to:

David Kaytor, WOVSED Director  
800 South Division St, Norris City, IL 62869; Fax: 618-378-3153

**Application Deadline:** Until Position Filled