

**MADISON LOCAL SCHOOLS  
1379 GRACE STREET  
MANSFIELD, OH 44905  
419-589-2600**

**ADMINISTRATIVE VACANCY - OPERATIONS SUPERVISOR**

The Madison Local School District is accepting applications for the position of Operations Supervisor. The Operations Supervisor is responsible for administering the effective, efficient, and safe operation of all district facilities and grounds and for overseeing maintenance and custodial services, construction, and upkeep of district buildings and property.

Qualifications: High School Diploma  
Successful experience in facilities management  
Knowledge of local, state, and federal laws related to facilities management  
Proficient in computer skills and knowledge of applications necessary to access and to disseminate timely and relevant information  
Excellent attendance record  
A record free of criminal acts  
Additional qualifications as the Board of Education may require  
One or more of the following Licenses/Certifications preferred:  
Valid State of Ohio Low Pressure Boiler License or higher  
Ohio Asbestos Contractor License  
Ohio Pesticide License (Commercial Applicator)  
Building Operator Certificate (BOC) (Level 1)  
Certified Playground Safety Inspector (CPSI) certificate

Essential Functions: Administer all facility management in compliance with district policies and guidelines, Operating Standards for Ohio Schools, and all local, state and federal laws, guidelines and policies  
Participate in the recruitment, selection, retention, and development of maintenance and custodial personnel  
Assign, supervise and evaluate all maintenance and custodial staff  
Oversee district custodial and maintenance services  
Supervise the District Facilities Master Plan and direct district facilities and grounds' renovations, maintenance, repairs, custodial service and construction  
Evaluate facilities and equipment and make recommendations for replacement or repair  
Supervise and implement all programs related to asbestos, integrated pest management, building indoor air quality, energy management, and environmental safety  
Coordinate and implement a budget, and requisition and account for all material, supplies, and equipment as needed to carry out the program

Essential Functions: Maintain records as required by law, district policy, and administrative guidelines  
Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities

Contract: 260 days  
On call 24/7 Except Vacation

Start Date: Upon Hire

Application: Applicants must submit the following:

- Letter of application
- Resume
- Madison Local Schools classified application (download at [www.mlzd.net](http://www.mlzd.net))

Application Deadline: July 17, 2024 or Until Filled

Submitted to: Rob Peterson, Superintendent  
Madison Local Schools  
1379 Grace Street  
Mansfield, OH 44905  
rpeterson@mlzd.net