



JEWELL SCHOOL DISTRICT
is seeking a
Grounds and Maintenance Supervisor (12-month position)

Position ensures the safety, functionality, and longevity of educational facilities through effective leadership and technical expertise. Oversees the repair, maintenance, and cleanliness of district buildings and grounds to ensure a safe, functional environment for students and staff. Directs, plans, and oversees maintenance, repair, and landscaping of district facilities, athletic fields, grounds, water system, and HVAC system.

Requirements

- High school diploma or equivalent.
- Criminal history (background check) & fingerprinting clearance
- Experience in facility maintenance, with supervisory experience preferred
- Possess and maintains a valid driver's license and First Aid/CPR certification.
- Ability to obtain certifications such as Public Pesticide Applicator, Playground Inspector, and Backflow Testing.
- Strong leadership skills, knowledge of irrigation systems, landscaping best practices, and the ability to interpret blueprints
- Proficiency in HVAC, plumbing, electrical systems, and building trades
- Strong knowledge of water systems and operations
- Strong ability to communicate with school staff, contractors, and administrators
- Must be able to perform physical tasks like climbing ladders, lifting up to 50-75 lbs. (occasionally 100+ lbs. with assistance), navigating various site conditions, and be able to work in confined spaces
- Safely handle chemicals, including fertilizers and pesticides.

Key Responsibilities

- Supervises, manages, trains, and evaluates staff performance of maintenance technicians, custodians, and groundkeepers.
- Conducts regular inspections and maintenance of building systems (HVAC, electrical, plumbing), the water system, and grounds to identify repair needs
- Schedules and performs repairs on plumbing, electrical, and HVAC systems. Ensures building safety and maintenance standards are met
- Conducts regular audits of the school building and grounds to identify repair needs. Ensures compliance with Oregon state and federal regulations for all health and safety codes, including Integrated Pest Management (IPM), EPA standards, and OSHA guidelines
- Manages computerized work order systems, inventory, and preventative maintenance schedules

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Key Responsibilities, continued

- Developing repair/capital budgets, ordering materials, managing inventory, and overseeing external contractors.
- Prioritizing and assigning daily maintenance tasks, tracking work orders from request to completion, and ensuring projects are completed efficiently and within quality standards
- Analyzes maintenance and repair problems and implements plans and/or procedures to resolve issues in coordination with short and long-term facility plans
- Specifies, stores, and inventories maintenance equipment, supplies, and materials; inspects regularly to ensure equipment is in safe operating condition
- Ability to be on-call to respond to after-hours emergencies and manage snow and ice removal during winter weather events
- Recommends contracts for work performed by outside contractors, including supervision of work in progress, inspection of completed work, and approval of disbursements
- Coordinating renovations, upgrades, and large-scale, long-range facility plans
- Assists in developing and monitoring departmental budgets and solicits bids from outside vendors for capital projects.

Salary: \$66K - \$70K (with consideration for experience)

Start Date: April 13, 2026

Closing Date: March 30, 2026

Apply at https://bit.ly/jewell_careers