

Wibaux Public Schools is seeking a dedicated head of maintenance to join our team. We are looking for an individual who will take great pride in our school and school community.

**Responsibilities:**

- Plans, schedules, and directs the work of assigned maintenance personnel.
- Works with school administrators to schedule and coordinate maintenance and repair of buildings, equipment, and other District property.
- Plans and lays out more complex jobs.
- Maintains accurate and current records of maintenance operations, including time spent, resources utilized, cost estimates, and total costs experienced by the District.
- Recommends repairs and refurbishing needs; prepares rough estimates of material and labor costs and work procedures, coordinating with administration as appropriate.
- Recommends new equipment purchases.
- Keeps plumbing and drainage systems clear and in working order.
- Performs painting, carpentry, and other maintenance duties alone or as a member of a crew.
- Does minor repair work on doors, windows, roofs, floors, and other building parts.
- Performs required custodial and grounds-care duties, including sweeping, mopping, waxing floors, vacuuming, cleaning restrooms, refilling dispensers, cleaning classrooms, lawn care, painting, and other custodial tasks.
- Assembles furniture and other structures.
- Makes minor adjustments and keeps equipment in good repair.

If interested, please contact the office at 406-796-2474 and ask for Annie Begger, the Superintendent. The application is also available on our school website <https://www.wibauxschools.net/>.