



Apollo Career Center is accepting applications for the position of:

### FACILITIES AND GROUNDS MANAGER

<b>STARTING DATE:</b>	June 2019
<b>REPORTS TO:</b>	Superintendent
<b>SALARY RANGE:</b>	Per Administrative Salary Schedule
<b>BENEFITS:</b>	<ul style="list-style-type: none"><li>• medical and dental insurance</li><li>• life insurance</li><li>• vacation, sick and personal leave</li></ul>
<b>WORK WEEK/YEAR:</b>	260 day year-round calendar
<b>MINIMUM QUALIFICATIONS:</b>	<ul style="list-style-type: none"><li>• high school graduate</li><li>• knowledgeable of modern preventative maintenance practices and scheduling</li><li>• ability to lead and coordinate the work of others</li><li>• ability to manage projects, budgets, and organize workflow</li></ul>
<b>PREFERRED QUALIFICATIONS:</b>	<ul style="list-style-type: none"><li>• building trades (electricity, HVAC, construction, controls) experience</li><li>• maintenance, grounds, and housekeeping supervisory experience</li></ul>
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• responsible for the cleanliness, sanitation, and overall excellent appearance and mechanical condition of the Apollo Career Center buildings and property</li><li>• develops and monitors budgets, work schedules, preventative maintenance schedules, and seeks continuous improvement of physical facilities and systems that support achievement of the educational goals of the district</li><li>• supervises custodial, maintenance, and grounds staff</li></ul>
<b>APPLICATION DEADLINE:</b>	April 10, 2019
<b>MATERIALS TO SUBMIT:</b>	<ul style="list-style-type: none"><li>• cover letter</li><li>• resume</li><li>• Apollo application (optional, but available at: <a href="https://www.apollocareercenterhs.com/jobs-at-apollo/">https://www.apollocareercenterhs.com/jobs-at-apollo/</a>)</li></ul>
<b>APPLY TO:</b>	Keith Horner, Superintendent Apollo Career Center 3325 Shawnee Rd. Lima, OH 45806-1497 Phone: 419-998-2911 Email: <a href="mailto:keith.horner@apolloc.org">keith.horner@apolloc.org</a>

It is the policy of the Apollo Joint Vocational District that educational activities, employment practices, programs, and services are offered without regard to race, color, national origin, sex, religion, disability, or age.