

Heber Overgaard Unified School District No.6

August 19, 2026 – In house
August 24, 2026 - Public

Position Deadline: **Open Until Filled**

Heber/Overgaard U.S.D. #6
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General Posting Notice

Heber-Overgaard Unified School District #6 has a **Maintenance/Grounds/Custodial Supervisor** position available. Position is 12 month full Time, Exempt. This position will start upon School Board Approval. *For application information visit heberovergaardschools.org. H/O USD #6 is an equal opportunity employer. Job Description attached

*If you are a current employee for the Heber-Overgaard Unified School District #6 you only need to send us a letter of intent. For those not currently employed by the District you must fill out an application. Application procedures can be downloaded from our website at www.heberovergaardschools.org. Please contact Katrina Parrish (extension 5001) for any further details on the posting above.

Notice of Nondiscrimination

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Heber-Overgaard Unified School District are hereby notified that this district does not discriminate on the basis of race, sex, color, national origin, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning the district's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact the following individual who has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination: Ron Tenney, 928-535-4622 x 5000.

Heber-Overgaard USD

Maintenance/Grounds/Custodial

Job Description

Position: Maintenance / Grounds / Custodial Supervisor

Department: Maintenance & Operations

Reports To: Superintendent

Employment Status: Full-Time, 12-Month Position

Work Schedule: 9-hour, 4-day work week

Benefits: District benefits package, including Arizona State Retirement System (ASRS)

Salary: Commensurate with qualifications and experience

Position Summary

The Maintenance and Custodial Supervisor for the Heber-Overgaard USD is responsible for the overall supervision, coordination, and daily operation of the District's maintenance, grounds, and custodial services. This position provides leadership to maintenance and custodial personnel and ensures that district facilities, grounds, equipment, and systems are maintained in a safe, clean, functional, and efficient manner.

The successful candidate will be a hands-on, dependable leader who can effectively supervise staff, prioritize work, respond to facility needs, manage projects and resources, and work collaboratively with school administrators, teachers, staff, and outside contractors.

The Maintenance and Custodial Supervisor is expected to establish and maintain an atmosphere of **timely service, accountability, teamwork, professionalism, and positive employee morale.**

Minimum Qualifications

- High school diploma or equivalent required.
- **At least three (3) years of progressively responsible work experience**, preferably including experience supervising or managing a maintenance, custodial, construction, or facilities crew.
- Demonstrated experience or knowledge in multiple facility-related trades, including:
 - Electrical
 - Plumbing
 - HVAC
 - General construction and building maintenance
 - Grounds maintenance
- Demonstrated ability to supervise, evaluate, train, and motivate employees.
- Must possess or be able to obtain an **Arizona IVP Fingerprint Clearance Card** as required.
- Valid Arizona driver's license and acceptable driving record.
- Ability to safely operate district vehicles, equipment, tools, and machinery.

“Preferred” Qualifications

- Commercial Driver's License (CDL).
 - Experience working in a school district or other public-sector facilities environment.
 - Experience managing a maintenance, custodial, or facilities department.
 - Experience with work-order management systems; experience with **Asset Essentials** is highly desirable.
 - Experience developing and implementing preventive maintenance programs.
 - Construction, building maintenance, HVAC, electrical, plumbing, or other relevant trade certifications.
 - Knowledge of Arizona public school facility requirements and regulations.
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Essential Duties and Responsibilities

Supervision and Leadership

- Supervise, direct, and evaluate **all district maintenance, grounds, and custodial staff**.
- Assign daily and long-term work responsibilities and establish priorities based on district needs.
- Monitor employee performance, attendance, productivity, safety practices, and quality of work.
- Provide training, coaching, mentoring, and corrective direction when necessary.
- Establish clear expectations for employees and hold staff accountable for completing assigned work in a timely and professional manner.
- Foster a positive work environment built on teamwork, respect, communication, accountability, and employee morale.
- Conduct annual employee evaluations and provide regular performance feedback.
- Assist the Superintendent and school administration with personnel matters involving maintenance and custodial employees.

School and District Support

- Work closely with principals, administrators, teachers, and other district staff to identify and address facility, maintenance, grounds, and custodial needs.
- Maintain open and professional communication with school administrators regarding ongoing projects, repairs, emergencies, and facility concerns.
- Respond promptly to facility-related emergencies and urgent maintenance needs.
- Coordinate maintenance and custodial support for school activities, athletic events, special events, and district functions.
- Ensure facilities are clean, safe, operational, and ready for students, staff, and community use.

Work Orders and Asset Management

- Manage and monitor the district's work-order tracking system, **Asset Essentials**.
- Review, prioritize, assign, track, and close maintenance and facility work orders.
- Monitor outstanding work orders and ensure requests are addressed in a timely manner.
- Maintain accurate records of maintenance activities, repairs, inspections, equipment, and completed work.
- Use work-order data to identify recurring problems, staffing needs, equipment needs, and preventive maintenance priorities.

Preventive Maintenance

- Develop, implement, and maintain a comprehensive **preventive maintenance schedule** for district facilities, grounds, vehicles, equipment, and major building systems.
- Establish regular inspection and maintenance schedules for HVAC systems, plumbing, electrical systems, roofs, doors, lighting, fire and life-safety equipment, grounds equipment, and other critical infrastructure.
- Maintain records of preventive maintenance activities and ensure scheduled work is completed.
- Identify potential problems before they become costly repairs or safety concerns.
- Make recommendations regarding replacement, repair, upgrading, or improvement of district facilities and equipment.

Purchasing and Inventory

- Coordinate the purchase of maintenance, custodial, grounds, and facility supplies and equipment.
- Obtain quotes and work with vendors and contractors in accordance with district purchasing procedures.
- Maintain appropriate inventories of commonly used supplies, tools, parts, and equipment.
- Monitor expenditures and help ensure maintenance and operations activities remain within approved budgets.
- Research equipment, materials, and services to obtain quality products at reasonable costs.
- Maintain appropriate records for purchases, warranties, equipment, and service agreements.

Facilities, Grounds, and Equipment

- Oversee the maintenance and appearance of district buildings, grounds, athletic facilities, parking areas, and other district property.
- Inspect facilities regularly and identify safety, maintenance, cleanliness, and appearance concerns.
- Coordinate repairs and maintenance projects performed by district personnel and outside contractors.
- Assist with construction, renovation, remodeling, and facility improvement projects.
- Monitor contractor performance and verify that work is completed according to specifications.
- Maintain district tools, equipment, vehicles, and machinery in a safe and serviceable condition.
- Assist with snow and ice removal and other weather-related facility needs.
- Coordinate emergency response to facility issues such as water leaks, heating or cooling failures, electrical problems, plumbing emergencies, and other critical situations.

Safety and Regulatory Compliance

- Maintain familiarity with and promote compliance with **OSHA requirements, safety regulations, environmental requirements, fire/life-safety standards, and other applicable federal, state, and local regulations.**
- Develop and enforce safe work practices for maintenance, custodial, and grounds personnel.
- Ensure employees receive appropriate safety training and use required personal protective equipment.
- Maintain appropriate safety documentation, inspections, and records.
- Identify and report hazardous conditions and take immediate action to protect students, staff, and visitors.
- Coordinate with appropriate district personnel and agencies regarding inspections, safety concerns, and regulatory requirements.

Communication and Customer Service

- Develop strong working relationships with administrators, teachers, support staff, students, parents, contractors, vendors, and community members.
 - Respond to facility concerns with professionalism, courtesy, and a customer-service mindset.
 - Communicate clearly regarding the status and expected completion of work requests.
 - Promote a department culture focused on **"service first," timely response, accountability, and pride in the district's facilities.**
 - Maintain confidentiality and exercise sound judgment when dealing with employee, student, and district matters.
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Important Skills and Abilities

The successful candidate should demonstrate:

- Strong leadership and supervisory skills.
 - Excellent communication and interpersonal skills.
 - Ability to effectively manage and motivate a diverse workforce.
 - Strong organizational and time-management skills.
 - Ability to prioritize multiple projects and competing demands.
 - Strong problem-solving and decision-making abilities.
 - Mechanical aptitude and practical troubleshooting skills.
 - Working knowledge of electrical, plumbing, HVAC, construction, and general building maintenance.
 - Ability to read and understand building plans, diagrams, manuals, and technical information.
 - Ability to operate hand tools, power tools, maintenance equipment, and machinery safely.
 - Basic computer proficiency and ability to learn and utilize facility management software.
 - Ability to manage budgets, purchasing, inventory, and vendor relationships.
 - Ability to maintain accurate records and documentation.
 - Strong attention to detail.
 - Ability to work independently while also functioning effectively as part of a team.
 - Ability to remain calm and effective during emergencies.
 - Dependability, integrity, accountability, and good judgment.
 - Commitment to maintaining a safe, clean, welcoming, and well-maintained school environment.
 - A positive, solution-oriented attitude and commitment to excellent customer service.
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Physical Requirements

The position requires the ability to perform physical activities associated with facilities and maintenance operations, including standing, walking, climbing, bending, kneeling, reaching, lifting, carrying, pushing, pulling, and working in various indoor and outdoor environments.

The employee may be required to work from ladders, operate equipment and tools, inspect facilities, and respond to emergency maintenance situations. The ability to lift and carry materials and equipment appropriate to the duties of the position is required.

Reasonable accommodations may be made for qualified individuals with disabilities.

Work Environment

Work is performed in a variety of school and district environments, including classrooms, offices, mechanical rooms, shops, storage areas, athletic facilities, grounds, and construction/maintenance areas.

The position may require occasional work outside of the normal schedule in response to emergencies, severe weather, facility failures, or special district events. During winter months, the maintenance supervisor is responsible for the removal of snow/ice and the dispersing of ice melt on sidewalks and high traffic areas.

Performance Expectations

The Maintenance and Custodial Supervisor is expected to:

1. Maintain safe, clean, functional, and attractive district facilities.
 2. Provide timely and professional response to maintenance and facility requests.
 3. Effectively supervise, evaluate, and develop maintenance and custodial personnel.
 4. Maintain an effective preventive maintenance program.
 5. Ensure accurate and timely use of Asset Essentials.
 6. Manage district resources responsibly and efficiently.
 7. Promote safe work practices and regulatory compliance.
 8. Maintain positive working relationships with district employees and administrators.
 9. Demonstrate professionalism, reliability, initiative, and accountability.
 10. Build a maintenance and custodial department recognized for **quality work, timely service, teamwork, and positive morale.**
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Equal Opportunity Employer

Heber-Overgaard Unified School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or other protected status in employment or educational programs.