

VERNONIA SCHOOL DISTRICT 47J

1201 Texas Avenue
Vernonia, OR 97064

POSITION OPENING MAINTENANCE & FACILITIES SUPERVISOR

Date: March 17, 2026
Closing Date: April 17, 2026

POSITION STATUS:

This is a full time, 1.0 FTE position to begin July 1, 2026. Salary and benefits are based on experience per the Supervisory/Confidential employee agreement. FLSA Status is exempt.

MINIMUM QUALIFICATIONS:

- High School diploma is required, however a Bachelor's degree in Facilities Management, Construction Management, engineering, Business Administration or a related field is preferred.
- Three to five years of related experience supervising grounds, construction, facility operations, and/or maintenance staff is required. Related experience may include construction, plant engineering, or facility management.
- Demonstrated personnel and contractor management experience, with the aptitude to evaluate the quality of performance across all major technical trades. Personal experience related to carpentry, landscaping mechanical, electrical, structural, and HVAC systems is preferred.
- Excellent facilitation skills with the ability to motivate, direct, and train personnel while effectively collaborating and interacting with others productively and professionally.
- Must possess strong organizational and time-management skills.
- Basic knowledge of building codes, construction practices, and architectural terminology.
- Working knowledge and experience in the safe operation of a variety of tools, machinery, and power equipment used in performing essential job functions.
- Effective communicator both orally and in writing, with the ability to interact and communicate with diverse members of the community, including teachers, administrators, school board members, parents and students.
- Ability to adapt behavior and communication style to function effectively within a school environment.
- Ability to prioritize and perform multiple tasks and to read, analyze, and interpret general business documents, invoices, forms, and governmental regulations.
- Ability to walk, stand, maintain balance, climb ladders, crouch lift, carry, push, and pull up to 50 pounds, bend, stoop, and reach above shoulder level for extended periods of time.
- Hold a current and valid Oregon Driver's License
- This is a supervisory position with responsibilities that may arise outside of normal business hours due to campus facilities emergencies. This position is expected to respond to such emergencies and coordinate appropriate corrective actions.

JOB RESPONSIBILITIES:

The Maintenance & Facilities Supervisor, under the direction of the Superintendent, performs independently planning organizing, directing, and supervising the maintenance, custodial, and grounds operations of the school district. This person ensures that all district facilities are safe, functional, well-maintained, compliant with applicable regulations, and is supportive of the district's educational mission.

- Staff Supervision and Personnel Recommendations
- Contractor and Vendor Coordination
- Facility Inspections
- Contract Proposal Review
- Materials and Supply Management
- Project Cost Estimation
- Preventative Maintenance Planning
- Staff Training and Compliance
- Facilities Event Coordination

- Project Communication and Tracking
- ADA Compliance Planning
- Physical Demands in endurance and overall strength.
- Keyboard use and ability to read or obtain information from computer monitors and system gauges.
- Perform work both indoors with noise and vibration and outdoors in wet, extreme cold or extreme heat and with varied temperature changes.
- May be exposed to poor ventilation, toxic conditions or unique hazards.
- Learning and development demands in reasoning, mathematical, reading, writing and/or speaking.
- Relationship requirements with internal and external relationships
- Occupational certification preferred – CEFP or similar facilities certification, IPM Coordinator certification, OSHA Safety Training or certification, CPR and First Aid certification
- Attends conferences, workshops as it relates to the position
- Performs other duties as assigned by the Superintendent

APPLICATION PROCEDURE:

Current District employees please submit the following:

- Completed Application via [TalentEd Recruit & Hire](#) website
- Letter of Interest
- Resume
- Letters of Recommendation (3 preferred)
- Signed Job Description

Application materials to be submitted to:

Vernonia School District 47J

Attn: Barb Carr (bcarr@vernoniak12.org)
 1201 Texas Avenue, Vernonia, OR 97064
 Phone (503) 429-5891 Fax (503) 429-7742

Equal Employment Opportunity and treatment is practiced by Vernonia School district regardless of race, color, national origin, religion, gender, age, marital status or disability. These rights are protected by state and federal law and covered by local district policies and practices.