

Posted: September 21, 2022

Certified Position:

Systems Operations Specialist - (12 month) - Full Time – Central Office

Qualifications:

Please review the attached job description for qualifications.

Salary:

Based upon the current salary schedule approved by the Satsuma City Board of Education at <https://www.satsumaschools.com/Page/3247>.

Application Procedure:

You may apply by completing the following application and submitting it to:

Chris Catrett
Satsuma City Schools
220 Baker Road
Satsuma, AL 36572
(251) 380-8253
chris.catrett@satsumaschools.com

Current employees should submit a letter of interest.

Deadline:

Minimum of 7 days or until position is filled.

It is the official policy of the Satsuma City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, national origin, or age, be denied employment or be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity.



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Job Title – Systems Operations Specialist

Supervisor: Coordinator of Maintenance Operations

FLSA Status: Non-Exempt

Job Goals:

- To provide outstanding maintenance and repair services in the care and operation of school system facilities, structures and equipment.
- To assist in maintaining school system facilities to provide supportive work and learning environments
- To assist in the area of transportation as directed.

Minimum Qualifications:

1. High school diploma or equivalent.
2. Three (3) years of general construction or maintenance experience.
3. Ability to meet suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
4. Competent written and verbal communication skills.
5. Ability to operate and maintain needed tools and diagnostic equipment.
6. Ability to implement preventive maintenance programs and to follow safety and recommended rules for efficient shop operations.
7. Physical strength and agility to lift and carry objects weighing up to 50 pounds.
8. Ability to exert up to 75 pounds of force.
9. Ability, agility and stamina to engage in prolonged sitting or standing, stooping, kneeling, crawling, bending, turning and reaching.
10. Ability and willingness to work indoors and outdoors year-round in noisy, crowded environments, and inclement weather.
11. Ability and willingness to work after hours, weekends, or holidays when necessary.
12. Ability to be punctual and in regular attendance.
13. Such alternative qualifications as listed as the Board may require. Knowledge and/or experience in the area of transportation.
14. Knowledge and/or experience in the area of transportation.
15. Must hold a valid Alabama driver's license.
16. Must have an Alabama Commercial Driver's License (CDL) and an Alabama school Bus Driver's License (BDL) or obtain both within six months of assignment.
17. Knowledge and/or experience in HVAC maintenance
18. Knowledge and/or experience in electrical work
19. Knowledge and/or experience in plumbing work
20. Knowledge and/or experience in carpentry work
21. When Operations Supervisor is unavailable, coordinate with contractors to schedule repairs or replacements when necessary

Performance Responsibilities and Essential Functions:

1. Demonstrates support for the school system, its vision, goals, and priorities.
2. Performs maintenance and repair of facility areas and furnishings, shop equipment, and work spaces with supervision from designated Supervisor(s).



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Job Title – Systems Operations Specialist

3. Maintains shop areas in a clean, neat and safe manner. Keeps service trucks washed as needed and serviced at intervals as needed as established by the transportation department.
4. Maintains an accurate inventory of supplies and equipment as assigned.
5. Properly uses and maintains responsibility for tools, equipment, and material resources of the school system.
6. Requests supplies and equipment needed to carry out duties and assigned projects.
7. Receives, distributes, and delivers materials, supplies, tools and equipment as needed.
8. Assists Operations Coordinator in projects, tasks, and duties as assigned in the areas of maintenance and transportation.
9. Responds promptly to call out in emergency situations.
10. Performs all maintenance services with priority on student and employee safety.
11. Engages in work related training to increase knowledge and skills as directed and/or for advancement.
12. Performs duties in a courteous, professional manner.
13. Maintains appropriate confidentiality regarding school/workplace matters.
14. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
15. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
16. Responds to inquiries, requests, and constructive feedback in a timely and positive manner.
17. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
18. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
19. Reports absences and takes leave in accordance with Board policies and procedures.
20. Provides for the care of school grounds (lawn care, trimming, and mowing).
21. Performs other job-related duties as assigned by Supervisor(s).
22. Assists bus mechanic with bus inspections and minor bus maintenance.

Terms of Employment: As established by the Board and applicable state law.

Evaluation: Performance will be evaluated in accordance with the Board's policy on evaluation of personnel



Satsuma City Schools

Application for Employment

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Qualifications

List any qualifications, certifications, etc. that you feel increase your value as a candidate for employment:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____