EMPLEYMENT OPPORTUNITY
MISSISSIPPI DEPARTMENT OF EDUCATION
359 North West Street
P. O. Box 771
Jackson, Mississippi 39205-0771
Hinds County

POSITION ANNOUNCEMENT
SCHOOL FACILITIES SUPERVISOR
OFFICE OF SAFE AND ORDERLY SCHOOLS

Starting Salary: $41,708.20

The Mississippi Department of Education (MDE) is seeking a School Facilities Supervisor for the Office of Safe and Orderly Schools.

CHARACTERISTICS OF WORK
This is a professional and administrative position for the Mississippi Department of Education. Incumbents are responsible for providing technical assistance and expertise to local school districts in the areas of building construction and maintenance.

Examples of work performed include, but are not limited to the following:
- Provides technical assistance to local school districts in the development of long-range building plans.
- Conducts investigations of complaints regarding maintenance of school buildings.
- Conducts site visits of buildings and reports findings.
- Makes recommendations to local school districts on ways of improving buildings.
- Reviews and approves building project plans.
- Supervises statewide school district purchases of relocatable classrooms.
- Provides technical assistance and expertise to local school districts in the area of building construction and maintenance.
- Conducts compliance audits of public school buildings and MDE non-public accredited schools.
- Compiles audit reports and conducts follow-up visits.
- Maintains and oversees Asbestos management plan files.
- Familiar with playground safety manuals.
- Proficient in Microsoft Office (Word, Excel, Outlook, Power Point).
- Excellent written and verbal communication skills.
- Performs related or similar duties as required or assigned.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:
A Master's Degree from an accredited four-year college or university in business or public administration, architecture and construction technology, education or related field; AND five (5) years of experience related to the above-described duties.

OR

A Bachelor's Degree from an accredited four-year college or university in business or public administration, architecture and construction technology, education or related field; AND six (6) years of experience related to the above-described duties.

Applicants for the position should apply online at www.mspb.ms.gov. (To inquire about this position, please contact Brian McGairty at bmegairty@mdek12.org.)

The deadline for application submission is September 20, 2021. Applicants selected for an interview will be contacted by phone.

(Mississippi Department of Education is an Equal Opportunity Employer)