

NOTICE OF VACANCY

POSITION: Work Crew Leader
Full-Time, 12-Month Position (Non-Rep Group)

LOCATION: District-wide

DESCRIPTION: Cazenovia Central School District is seeking a skilled and motivated Work Crew Leader to supervise and participate in facility maintenance, repair, and cleaning operations across the district. This position plays a key role in ensuring that all buildings and grounds are safe, clean, and maintained to high standards. The Work Crew Leader works hands-on with custodial, maintenance, and grounds staff, coordinating daily activities and ensuring efficient use of resources.

Key Responsibilities

- Oversee and perform facility maintenance, repair, and cleaning tasks to ensure quality standards are met.
- Inspect work in progress and provide direction to staff to ensure safe, effective performance.
- Manage work requests and prioritize projects through the district's scheduling software.
- Maintain inventory of supplies and materials, ensuring timely restocking and accurate recordkeeping.
- Track employee time records, vacation requests, and assist with performance evaluations.
- Assist in developing and implementing facility operation policies and procedures.
- Serve as the District Energy Manager, monitoring HVAC control systems and identifying efficiency improvements.
- Maintain certifications and oversee the District Asbestos Management Program as Asbestos Supervisor.
- Participate in ongoing professional development and training to enhance facility operations.
- Maintain professional relationships with both internal, external stakeholders, teaching staff, office staff, vendors, contractors, and regulatory agencies.
- Evaluate team performance, recommend staffing levels, and address personnel issues as necessary.
- Serve as a role model to facilities staff, fostering a culture of teamwork, respect and accountability.
- Serve as a visionary leader in the evolution of campus utility systems, executing plans to meet and exceed objectives related to reliability, resiliency, efficiency, safety, and sustainability.

Knowledge, Skills, and Abilities

- Strong technical knowledge of building systems, HVAC, and energy management controls.

- Proven ability to supervise and lead a diverse facilities team.
- Excellent organizational, communication, and problem-solving skills.
- Ability to work independently and prioritize multiple tasks effectively.
Knowledge of safety procedures, recordkeeping, and maintenance best practices.

QUALIFICATIONS: High School graduation or equivalent required. Five years of full-time paid experience or its part time equivalent in general building maintenance work or in one or more of the mechanical or construction trades; or an equivalent combination of experience and training. Candidate must be able to work for prolonged periods in adverse weather conditions, be capable of lifting in excess of 50# packages repeatedly and have a desire to learn new skills.

LICENSES & CERTIFICATES Section 608 Universal Refrigeration Certification
Asbestos Supervisor Certification
OSHA 10-Hour Certification

STARTING DATE: As soon as possible

BENEFITS: Pursuant to the Non-Rep agreement

SALARY: DOE

TO APPLY: Submit a letter of interest and completed Civil Service application to:

Kevin Linck, Superintendent of Schools
Cazenovia Central School District
31 Emory Avenue
Cazenovia, New York 13035
(315) 655-1317

Date Issued: December 29, 2025