



## PROSPECT HEIGHTS DISTRICT 23 BUILDINGS AND SITES COMMITTEE INFORMATION ITEM

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**Date:** March 1, 2022

**Title:** Custodial and Maintenance Personnel Changes

**Contact:** Michael Ziaja, Director of Operations

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In an effort to keep the Committee apprised of changes in personnel, I wanted to provide a brief update on events that have occurred based upon the resignation of the Maintenance Technician/Custodial Services Coordinator on February 10, 2022.

Following review of the current job descriptions of the Maintenance Technician/Custodial Services Coordinator and the District Porter/Maintenance Technician, it was decided that the current responsibilities should be reallocated to create two more focused positions.

The positions of "Maintenance Technician" and "Custodial Coordinator/Porter" have been created. Both positions were posted internally and we received one applicant for each position.

- The day custodian at Sullivan Elementary School has applied for the "Custodial Coordinator/Porter" position
- The current "District Porter/Maintenance Technician" has applied for the "Maintenance Technician" position

Following Committee approval, both positions will be filled by the internal applicants as listed above and a job posting for a district custodian will be posted upon the approval of the recommendation of the two positions being filled.

- Because of the immediate need of increased maintenance services, the "Maintenance Technician" position will transition immediately.
- The movement of the Sullivan Day Custodian to the "Custodial Coordinator/Porter" position will transition once the custodial position has been filled. As there currently is a custodian on medical leave, we do not want to have two custodial positions to fill with overtime pay.
- These internal shifts will result in an approximate annual savings of \$39,300.

As always, please don't hesitate to contact me directly with any questions. I appreciate your support as we work through these transitions.