



**DAMIANSVILLE**  
**ELEMENTARY #62**  
ENVISION EXCELLENCE

**Kent Hawley**, Superintendent  
*Damiansville #62 School District*

**Amanda Beer**, Principal  
*Damiansville #62 School District*

**Job Title:** Maintenance/Head Custodian  
**Location:** Damiansville School District #62  
**Position:** Full Time  
**Start Date:** May 18, 2026

Type of Employment: Full-time  
Position Category: Non-certified, IMRF position  
Reports to: District Superintendent  
Grade Level(s): Pre-K – 8th Elementary Building

**Background Information:** The District's current maintenance/head custodian will be retiring at the end of the 2025-2026 school year.

**Qualifications:** A High School Diploma or its equivalent supplemented by two years of responsible experience in the building maintenance trades.

**Salary/Benefits:** Salary is regionally competitive and will be aligned with training and experience

10 Vacation Days  
2 Personal Days  
11 Paid Holidays

**Required Skills:**

- Attention to detail
- Ability to work independently
- Competent communication skills in both oral, written and email formats
- Organizational skills and the ability to prioritize and multitask
- • Ability to identify and eliminate safety hazards
- • Ability to interact pleasantly with students, employees, administration and public
- • Must be physically able to perform duties of the position, including (but not limited to) climbing a ladder, lifting 50 pounds, frequent bending, pushing, pulling, etc.
- • Maintain confidentiality

**Duties:**

- Conduct daily cleaning and maintenance of specific areas of the school facility
- Inspect school building and grounds to assure that proper safety, cleaning and sanitation standards are maintained. Address issues as necessary.

- Arrange for necessary repair work by vendors; contact vendors by telephone/email as necessary; inspect and review work performed to assure District standards are met; report outcomes/provide status updates to the Superintendent
- Assist the superintendent with maintenance planning and preventative maintenance schedules
- Requisition and order necessary cleaning, sanitation and maintenance supplies.
- Evaluate the condition of current cleaning equipment and make a timeline/recommendation for purchasing new or replacement equipment.
- Respond to emergency callbacks as necessary during off-duty hours
- Perform brief walk-through inspections during holidays and weekends
- Ensure safety equipment (AEDs, emergency lights, etc.) is in good working order
- Assist with walk-throughs during safety inspections
- Coordinate with necessary staff members for special events setup and support such as athletic events, concerts, graduation, etc.
- Perform duties as assigned

**How to Apply:** Applicants should submit a letter of interest, resume, and references to:  
Kent Hawley, Superintendent  
Damiansville School District #62  
101 North Main Street  
Damiansville, IL 62215  
[khawley@dville62.com](mailto:khawley@dville62.com)

Application Deadline: April 30, 2026