

WAVERLY COMMUNITY SCHOOLS

Position Announcement

Job Title:	Maintenance. Classification AA		
Location:	District	Start Date:	As soon as possible
Salary Range/ Level:	As per the salary schedule contained in the Teamsters Master Agreement \$21.74/hour	Terms of Employment	8 hours per day, 52 weeks
Date Posted:	August 23, 2024	Application Deadline:	Until Filled
ALL Applicants:	<p>A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u>. See application instructions at: Maintenance Class AA Facilities 2024</p> <p>Resume and cover letter may be:</p> <ul style="list-style-type: none"> • Attached within the online application (preferred) • Faxed: (517) 321-8577 <p>Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917</p>		
Job Description			
JOB SUMMARY			
<p>The Maintenance position can be called upon to work independently or as part of a group for larger projects, often performing work of a routine and recurring nature in accordance with defined procedures and guidelines. The nature of the work requires adherence to district and state procedures, policies, and regulations. The Maintenance position interfaces with the public and district staff regularly, which requires a high level of professional decorum, calm, and the ability to communicate effectively.</p>			
<u>ESSENTIAL JOB FUNCTIONS</u>			
<p><i>Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:</i></p>			
<p>The Head Grounds must be able to perform all essential functions for class C general custodian, head custodian and Courier in addition to the following:</p>			
<p>The Maintenance position must be able to perform all essential functions for class C general custodian, Head Custodian, Courier, and Grounds. The following is a list of tasks they can expect to perform, this list is not meant to be exhaustive and they may be called upon to perform tasks not on the list:</p>			

- Performs HVAC work (Boiler systems, Chiller systems, unit vents, roof tops and exhaust ventilation).
- Performs plumbing work (Flush valves, sinks, toilets, sump pumps, soldering, etc.)
- Performs electrical work (Outlets, switches, motors and lights etc.).
- Performs work within Building management system.
- Performs work on appliances.
- Performs general building maintenance (wall repair, concrete repair, roof repair, doors and windows).
- Performs Preventive Maintenance on equipment.
- Maintains clean/organized work areas.
- Assists in maintaining Pools
- Assists facilities supervisor with ordering and keeping inventory for supplies.
- Washes vehicle's, equipment and maintains general condition and appearance.
- Assist grounds in maintaining all District property when required.
- Performs repairs on custodial equipment.
- Completes Maintenance work orders independently or with others.
- Assist with snow removal when required.
- Conducts oneself in accordance with the highest degree of decorum at all times representing the district.
- Maintains regular and consistent attendance and punctuality.
- Learns and utilizes new technologies/tools as needed by the district.
- Takes appropriate action to resolve immediate safety issues to ensure a safe and efficient working environment.
- Maintains effective working relationships with all school staff and community members.
- Being on call for overtime and emergencies.
- Other duties as assigned.

QUALIFICATIONS

Required Qualifications:

- High School Diploma
- Excellent driving record and ability to operate all District vehicles and equipment.

Required Skills:

- Must be able to operate a truck and tommy lift.
- Must be able to operate truck with trailer attached.
- Must be able to operate all grounds equipment (trimmers, blowers, edgers, mowers, painters, etc.)
- Must have knowledge of Boilers, chillers, HVAC equipment, plumbing and electrical.
- Willingness to obtain Certified Pool Operators Certification
- Ability to learn building management systems.
- Must be able to use Microsoft Office and work order system.
- Must be able to work with accuracy and attention to detail to meet deadlines.
- Ability to read and understand multi-step written and verbal instructions.
- Ability to perform basic math calculations.

- Must demonstrate understanding of basic health standards to comply with district and state regulations.
- Must demonstrate flexibility to adapt to changing working environments.

KNOWLEDGE, SKILLS, and ABILITIES

Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to demonstrate the character traits of respect, responsibility, honesty, and caring when interacting with staff, students, and community members.

ADA REQUIREMENTS

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus. The Head Grounds will frequently stand, but will also walk, climb stairs, sit, push, pull, bend, stoop, kneel, and reach in the normal course of the workday.

WORK ENVIRONMENT

The Maintenance position works both indoors and outdoors, working in all types of weather, and occasionally in the dark. Travel to different locations may occur during heavy rain or snow periods. Most of the Maintenance positions work time involves undertaking activities while standing, walking, or driving.

MENTAL FUNCTIONS

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

Notice of Non-discrimination

The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.

Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(517\) 319-3031](tel:5173193031) or msavage@waverlyk12.net.