



Kalkaska Public Schools

Posting / Employment Opportunity

May 19, 2017

Summer Maintenance Worker

2017 Summer

Qualification Requirements	<ul style="list-style-type: none"> • Minimum of a high school diploma or equivalent. • One year of responsible experience in building and mechanical equipment maintenance and repair or an acceptable equivalent combination of education and experience preferred. • Valid Michigan Driver's License.
Essential Duties and Responsibilities	<ul style="list-style-type: none"> • Perform routine and extensive preventative maintenance and repair procedures on school buildings and grounds, mechanical equipment and utility systems. • Repair jobs including but not limited to doors, door locks and closets, cabinets, sinks, drains, light fixtures and desks. • Ability to read and comprehend simple instructions, short correspondence and memos. Ability to effectively present information in a one-on-one and small group situation to other employees. • Ability to apply common sense understanding to carry out detailed and uninvolved written or oral instructions. • Maintain records of scheduled maintenance procedures. • Assist with the renovation/remodeling of building: paint and drywall etc. • The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand, walk, climb and balance, stoop, kneel, crouch, crawl etc. The employee must be able to lift and/or move more than 100 pounds. • Ability to tolerate wet and/or humid conditions, fumes or airborne particles, outdoor weather conditions and noise levels in the work environment is usually moderate to occasionally loud. • Regular and reliable attendance • The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district. • Other duties assigned by maintenance director.
Salary and Benefits	\$12.00 per hour
Deadline	3:00 p.m. on June 2, 2017 or until filled

Method of Application	Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to:	
	Karen Sherwood Kalkaska Public Schools 315 South Cedar Street Kalkaska, MI 49646	Or electronically as ONE document to: ksherwood@kpschools.com
Contact Information	Please direct questions to Karen Sherwood at e-mail ksherwood@kpschools.com.	

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The following person is designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination: Superintendent, Kalkaska Public Schools, 315 S. Coral, Kalkaska, MI 49646; 231-258-9109