



Maintenance Worker

40 Hours / Week

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| <p>Required Qualifications</p> | <ul style="list-style-type: none"> • High school diploma or GED. Post-secondary training in a trade is desirable. • Valid driver's license. Commercial Driver's License (CDL) is desirable. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier. • Meets all mandated health requirements (e.g., physical prior to work). • A record free of criminal violations that would prohibit public school employment. Complies with drug-free workplace rules and board policies. • Strong organizational, planning, and project management skills. • Keeps current with technology and other workplace innovations that support job functions. • Ability to monitor and manage compliance with environmental, health, and safety laws/regulations, building codes, and ADA accessibility guidelines. • Ability to comprehend and use blueprints/schematic diagrams. |
| <p>Preferred Qualifications</p> | <ul style="list-style-type: none"> • Skill/experience in preventive maintenance and repair procedures (e.g., mechanical, electrical, plumbing, carpentry, masonry, etc.). • Skill/experience in building systems (e.g., HVAC, fire suppression, security, communication, etc.). • Multi-school or closely related building maintenance experience. • Holds or is qualified to obtain a pesticide application license and/or asbestos hazard certificate. • Experience and strong skills in industrial/commercial electrical installation, maintenance, and repair procedures. • Knowledge of school system's building codes and applicable local and state policies and regulations. |
| <p>Essential Duties and Responsibilities</p> | <ul style="list-style-type: none"> • Performs a variety of tasks that require the ability to inspect, repair, fabricate, install, service and maintain building facilities and building equipment. • Performs scheduled preventative maintenance of roofs, motors, exit/emergency lights, basketball hoops, generators, batteries, smoke detectors and service vehicle. • Performs a variety of carpentry duties, including but not limited to, new construction, remodel, fabrication and repairs/replacement of doors, walls, signs, desks, counters, shelves and tables. • Performs a variety of interior masonry duties including installation of ceramic tile, grout and patch repairs. • Performs new installation and repairs of various floor coverings, including but not limited to, VCT, carpet tiles and cove base. |

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| Essential Duties and Responsibilities | <ul style="list-style-type: none"> • Performs interior and exterior painting in the preparation and finishing of various surfaces, including pressure washing, chemical paint removal, sandblasting, sanding, brush painting, roller painting and power spray painting. • Performs a variety of minor plumbing repairs/maintenance, including but not limited to, restroom commode and sink fixtures, drinking fountains and snaking drain lines. • Performs a broad spectrum of hardware repairs and installations. • Refinishes and makes repairs to furniture, tables and chairs. • Follows specific operations and maintenance guidelines for site specific equipment. • Reads and interprets sketches and diagrams. Ability to read blueprints is desirable. • Delivers materials, equipment and supplies to District facilities. • Moves furniture, equipment and materials within and between District facilities. • Operates a variety of hand and power tools. • Safely works from ladders, scaffolding and riggings. • Requisitions material supplies, equipment and assistance. • Keeps tools and equipment in good operating condition. • Prepares daily reports on work completed and materials used. • Responds to emergency calls to troubleshoot and make building repairs. • Performs related duties and responsibilities as assigned. • Attends work regularly in clean uniform. • Occasionally perform work beyond a standard 40-hour work week when work-load requires. 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. • Maintain records of scheduled maintenance procedures. • Respond to emergency situations and perform necessary repairs. • Recommend repairs and procedures that are beyond the scope of responsibilities, skill or experience, outlining the work needed and specifications required of an outside contractor. • The physical demands described here are representative of those that must 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. • 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 | \$15.00 to \$18.00 per hour, 40 hours per week, with benefits | | |
| Deadline | Until filled | | |
| Method of Application | <p>Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%; vertical-align: top;"> Karen Sherwood Kalkaska Public Schools 315 South Coral Street </td> <td style="width: 40%; vertical-align: top;"> Or electronically as ONE document to: jobs@kpschools.com </td> </tr> </table> | Karen Sherwood Kalkaska Public Schools 315 South Coral Street | Or electronically as ONE document to: jobs@kpschools.com |
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| Contact Information | Please direct questions to Karen Sherwood at e-mail ksherwood@kpschools.com . |
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The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, height, weight, marital or family status, religion, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

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