



Kalkaska Public Schools

Posting / Employment Opportunity

June 4, 2019

Part Time Grounds Keeper *Position Begins: ASAP*

Qualification Requirements

- Education: Minimum of a high school diploma or equivalent.
- Experience and/or vocational training in institutional cleaning and custodial maintenance preferred.
- Must be able to lift and carry a minimum of sixty (60) pounds.
- Demonstrated ability to assume responsibility with a minimum of supervision.
- Ability to recognize the need and perform minor repairs.
- Demonstrated evidence of a good employment record, including attendance.
- Be available for all sports and clean up after all outdoor events.
- The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

Essential Duties and Responsibilities

Spring:

- Maintain all tractors, mowers, blowers, buckets, brooms, and other lawn care and grounds equipment.
- Broom and rake lawns and parking areas.
- Clean and maintain all tennis courts.
- Line all fields, as needed.
- Fill holes left from snow plowing, and reseed.
- Clean dirt from around the sidewalks.
- Sweep sidewalks.
- Rake any leaves left from winter.
- Fertilize lawns.
- Mow lawns and fields at all schools.
- Setting up for events, Trout Festival, Graduation, Sports Awards Banquet, etc.
- Pick up garbage left from winter.
- Repair and get sprinklers going, all schools.
- Maintain playground equipment and play areas.

Summer:

- Mow grass at all schools, lawns and fields.
- Fertilize lawns and spray for weeds.
- Keep tractor maintenance up.
- Sharpen lawn mower blades.
- Edge and trim lawns.
- Move equipment from school to school as needed.
- Deliver supplies.

Essential Duties and Responsibilities	<ul style="list-style-type: none"> • Keep maintenance up on playground equipment. • Fill gas cans. • Keep sprinklers going -- fix and repair and maintain • Keep all maintenance / bus garage area clean <p><i>Fall</i></p> <ul style="list-style-type: none"> • Mow lawns and fields. • Edge and trim all lawns at all schools. • Rake leaves at all schools. • Fertilize lawns, as directed. • Clean and maintain all tennis courts. • Line all fields, as needed. • Prepare all equipment, as needed. • Change oil, as needed on all equipment (off season machines) • Winterize all batteries not used in winter. • Blow out sprinkler systems. • Maintain playground equipment and play areas. • Prepare all district equipment for winter. <p><i>Winter</i></p> <ul style="list-style-type: none"> • Keep all school facility entrances, sidewalks and drives free of snow. • Put down salt when needed. • Keep gas cans filled for the tractors. • Fix tractors when break down. • Plow snow when necessary. • Help set up for Christmas programs. • Help maintenance when time permits. • Maintain playground equipment and play areas. <p><i>Always</i></p> <ul style="list-style-type: none"> • <i>Regular and reliable attendance</i> • <i>Perform duties as assigned.</i> 		
Salary and Benefits	Determined by the Support Staff Contract		
Deadline	3:00 p.m. June 10, 2019 or until filled		
Method of Application	<p>Persons who are interested in this position should submit a letter of interest, resume, credentials/certification and list of references to:</p> <table border="1" data-bbox="349 1461 1521 1619"> <tr> <td data-bbox="349 1461 980 1619"> Eric Stowers Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646 </td><td data-bbox="980 1461 1521 1619"> Or electronically as ONE document to: estowers@kpschools.com </td></tr> </table>	Eric Stowers Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE document to: estowers@kpschools.com
Eric Stowers Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE document to: estowers@kpschools.com		
Contact Information	Please direct questions to Eric Stowers at e-mail estowers@kpschools.com.		
<p>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.</p> <p>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</p>			