

WAVERLY COMMUNITY SCHOOLS

Position Announcement

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| 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 –External new hire \$19.55/hr | Terms of Employment | 8 hours per day |
| Date Posted: | May 30, 2023 | Application Deadline: | Until Filled |
| ALL Applicants: | <p>A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u>. See application instructions at: Maintenance, Classification AA</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 | | | |
| <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Good work record; experience and training in maintenance required. • Ability to work with a minimum of supervision. • Ability to maintain positive interpersonal relations. • Knowledge working on computers • Proven ability to comply with the Maintenance Essential Functions List. • High school graduate or equivalent • Experience in Skilled Maintenance <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Maintaining and repairing plumbing, electrical, heating, cooling, ventilating, structural, mechanical and site systems. • Constructing new minor structural and mechanical systems. • Following preventive maintenance schedules and procedures. • Completing forms and records relating to work performed. • Assisting with the preparation of budgets and bid specifications. • Being on call for overtime and emergencies. • Performing the duties of a general, assistant Head or Head Custodian as needed. • Performing other duties as assigned by supervisors. | | | |

Preceding data are intended to convey information essential to making fair pay decisions about the job, and are not exhaustive lists of skills, efforts, duties, responsibilities or working conditions associated with it.

Please note, a skills assessment may be given.

Notice of Non-discrimination

It is the policy of Waverly Community Schools not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, 515 Snow Rd., Lansing, MI 48917, or phone 517-321-7265