

HARTLAND CONSOLIDATED SCHOOLS

9525 Highland Road
Howell, Michigan 48843

Telephone (810) 626-2185
Fax (810) 626-2186



POSITION: Maintenance I

LOCATION: District-wide

HOURS: 6:30am – 3:00pm. (Hour's subject to change)

BARGAINING UNIT: Custodial/Maintenance Association

DATES OF POSTING: September 30, 2020 – Until Filled

APPLY TO: Applications must be in writing and emailed to Matt Marino, Director of Operations at mattmarino@hartlandschools.us

REQUIREMENTS: See attached Job Description

ABILITY TO WORK FROM LADDERS, SCOFFOLDS, & LIFTS WILL BE REQUIRED AND TESTED. A PHYSICAL EXAMINATION WILL BE REQUIRED AND A WRITTEN TEST WILL BE GIVEN AND MUST BE PASSED AT THE MAINTENANCE I LEVEL. THE EMPLOYEE MUST DEMONSTRATE THE ABILITY TO LIFT A MINIMUM OF 75 LBS. TO A HEIGHT OF THREE FEET AS CERTIFIED BY THE DISTRICT'S PHYSICAL THERAPIST.

MM

cc: Scott Bacon
cc: Becki Wallace

**HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN**

JOB DESCRIPTION

TITLE: MAINTENANCE I

QUALIFICATIONS:

1. Good character and cooperative nature
2. Demonstrated record of good attendance.
3. Capable of accepting supervision and promptly carrying out orders and following instructions.
4. Certification of good health, including evidence of freedom from physically limiting back problems, signed by a licensed physician. Includes certification for asbestos work
5. Ability to obtain and hold a chauffeur's license and have a good driving record
6. Demonstrate ability to use computers, including Internet based systems
7. Ability to obtain certified pool operator certificate
8. Ability to lift heavy (75 lbs.) items to a height of three feet
9. Ability to be certified to operate a Hi-lo, man lift, scissor lift, and boom lifts
10. Ability to work from ladders and scaffolding
11. Ability to make plumbing repairs
12. Ability to do minor electrical work
13. High School diploma or equivalent
14. Meet minimum score on written test
15. Must meet minimum qualifications (see attached)
16. Other minimal qualifications as may be deemed necessary

REPORTS TO: Director of Operations or Designee

PERFORMANCE OBJECTIVE: Assist in maintaining the school system's physical plant facilities in an effective/efficient operating condition.

PERFORMANCE RESPONSIBILITIES:

1. Assist in the maintenance, repair, installations and additional electrical work such as, but not limited to: high and low voltage systems, bench work, electric motors, generators, control panels, switch circuit breakers, fixtures, fuse replacement, trouble shooting, wall and time clocks and other related items
2. Perform services, preventive maintenance, repairs, alterations and other associated work on the school system's heating, ventilating and air conditioning systems.
3. Operate and maintain the pool filtration and water treatment systems
4. Perform plumbing repairs as required
5. Perform building repairs as required
6. Fill in for a Utility position
7. Be available for overtime, seven days a week, 24 hours a day
8. Perform other related duties as may be assigned from time to time; such as, driving tractors with front-end loader, back blade, snow blower, mower, 4x4 and dump trucks with snow plow
9. Perform other related duties as may be assigned from time to time; such as , driving tractors with front end loader , back blade, snow blower, mower 4x4 and dump trucks with snow plows.

TERMS OF EMPLOYMENT: Salary, fringe benefits and conditions of employment will be in accordance with the Hartland HCMA/MEA Master Agreement.

MAINTENANCE I TECHNICIAN

Job Description/Qualifications

Maintenance I Technician carries out all tasks of repair and/or replacements of Building & Grounds components, mechanical systems, electrical apparatus and plumbing systems within their ability as directed by the Director of Operations, Maintenance Coordinator, Custodial Supervisor or his/her designee. Maintenance I personnel will also be qualified to carry out duties of custodial or utility personnel as needed within the district.

To become a Maintenance I Technician, a qualified candidate must show experience assisting with Maintenance type work. This person must also attain the required score on the Maintenance Department examination. At the point of proof of an individual within the bargaining unit being duly qualified for a Maintenance I Technician position, this person will be able to apply for a Maintenance I Technician position as a position becomes available within the district.

All contract requirements set forth within the bargaining unit must be met with regard to an individual moving from one position to another within the bargaining unit.

A qualified candidate outside of the bargaining unit must prove three years of experience and pass the Maintenance examination to the Maintenance I level.

