

# HARTLAND CONSOLIDATED SCHOOLS

9525 Highland Road  
Howell, Michigan 48843

Telephone (810) 626-2100  
Fax (810) 626-2101

**PLEASE POST**  
**September 30, 2020**

**POSITION:** UTILITY (1 position)  
**LOCATION:** DISTRICT-WIDE  
**HOURS:** 7:00 A.M. - 3:30 P.M. April – October  
3:00 P.M. – 11:00 P.M. – November – March  
(Hours are subject to change)  
**BARGAINING UNIT:** HCMA  
**DATE OF POSTING:** September 30, 2020 until filled  
**APPLY TO:** Apply Through Matt Marino 810.626.2185  
**REQUIREMENTS:** See attached Job Description

**PLEASE NOTE:** ABILITY TO WORK FROM LADDERS and SCAFFOLDS WILL BE REQUIRED. A PHYSICAL EXAMINATION, BACKGROUND CHECK AND DRUG TESTING WILL BE REQUIRED; A WRITTEN TEST WILL ALSO BE GIVEN. THE EMPLOYEE MUST DEMONSTRATE THE ABILITY TO LIFT A MINIMUM OF 50 LBS. TO A HEIGHT OF THREE FEET AS CERTIFIED BY THE DISTRICT'S PHYSICAL THERAPIST.

c: HCMA  
Scott Bacon  
Matt Marino

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## JOB DESCRIPTION

TITLE: **UTILITY**

- QUALIFICATIONS:
1. Good character & 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
  5. Ability to obtain and hold a chauffeur's license and have a good driving record
  6. Ability to be certified to operate a Hi-lo, personnel lift, and boom lifts
  7. Ability to lift a minimum of 50 lbs. to a height of three feet as certified by the district's physical therapist.
  8. Ability to work from ladders, scaffolding, personnel and boom lifts
  9. Ability to operate and maintain powered lawn equipment, maintenance equipment and custodial equipment
  10. Ability to obtain certified pool operator certificate if required
  11. Ability to do maintenance and repair work
  12. High school diploma or equivalent

REPORTS TO: Director of Operations or Designee

PERFORMANCE OBJECTIVE: Assist in the smooth and efficient operation of the school district by transporting supplies and mail, performing maintenance and repair work on the physical plants and equipment, maintaining the grounds and athletic fields, and cleaning the physical plants.

- PERFORMANCE RESPONSIBILITIES:
1. Cut and trim lawns, edge walks, trim trees and bushes, plant and maintain flowerbeds
  2. Clean and repair parking lots and walks
  3. Operate and repair irrigation systems
  4. Unload trucks and accept deliveries
  5. Operate the warehouse including ordering, inventory and delivery of supplies
  6. Break down items in bulk order storeroom, and store in shelves for cooks
  7. Deliver food from the Central Kitchen to each school building
  8. Pick up, sort and deliver U.S. and inter-building mail to all buildings
  9. Snow removal, salt spreading
  10. Operate and maintain pool filtration and water treatment systems
  11. Maintenance and repair work such as, but not limited to, painting, cleaning and changing filters, etc.
  12. Maintain all equipment and tools used in the course of the job function
  13. Clean building or specific areas as assigned
  14. Perform custodial duties in the absence of regular custodian as required
  15. Summer duties will be assigned; such as shampooing carpets and refinishing gym floors in the district where needed
  16. Perform other related duties as may be assigned from time to time

NOTE: This position may be assigned to second shift as necessary for efficient operation of the department.

TERMS OF  
EMPLOYMENT:

Salary, fringe benefits, and conditions of employment will be in accordance with the Hartland Custodial/Maintenance Association Master Agreement

EVALUATION:

Performance will be evaluated in accordance with the Hartland Custodial/Maintenance Association Master Agreement

Revised 7/16