

CLINTON PRAIRIE SCHOOL CORPORATION

Maintenance Assistant

Clinton Prairie School Corporation has an opportunity for a Maintenance Assistant.

SUMMARY

- Works with the director to oversee the maintenance of all buildings and grounds for the school corporation.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned*

- Assists in schedules to repair, maintenance, and installation of machines, tools, and equipment to ensure continuous school operations.
- Assists in maintenance activities on utility systems to provide continuous supply of heat, electric power, gas, water, and air required for school operations.
- Must obtain a Class B CDL license with a school bus/air brake endorsement, within 6 months of employment.
- Working knowledge of basic electrical circuitry and three phase power.
- Works to determine the proper action to be taken to effectively and expeditiously complete repairs in accordance with school policy, sound maintenance practices and priority and urgency of operations.

Education and/or Experience

High School diploma with 2 years formal technical training or higher education preferred. Knowledge of the following skills and trades are preferred: electrical, mechanical, plumbing HVAC, 2 pipe systems, DDS, ground and construction. Knowledge of water & wastewater treatment a plus.

Language Skills

Ability to read and interpret documents such as blueprints, safety rules, operating and maintenance instruction, and procedure manuals.

Other Skills and Abilities

Ability to establish and maintain effective working relationships with students, staff, and the school community. Should be able to set work priorities and work independently in the absence of supervisor. Be able to understand and carry-out oral and written directions. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and stand. Specific vision abilities required by this job include close vision, color vision, and depth perception. While performing the duties of the job, the employee will visit various buildings for inspection and meetings. The employee will frequently lift up to 50lbs such as unloading trucks.

CLINTON PRAIRIE SCHOOL CORPORATION

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually very quiet; however, work near machinery can be very loud. Work is performed both indoors and outdoors.

Terms of Employment

Year round employee. Salary \$18.93 per hour.

Clinton Prairie supports a drug free and tobacco free workplace with pre-employment drug screening and criminal background check required.

The information contained in this job description is for compliance with the American with Disabilities act (A.D.A) And is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Please submit a resume and application available on the Clinton Prairie School website

Email to kcamp@cpsc.k12.in.us

Or send to: Clinton Prairie School Corporation
2390 South County Road 450 West.
Frankfort, IN 46041