



NOTICE OF VACANCY

POSTING DATE: April 1, 2024

POSITION ID: 23-FMC-05

POSITION TITLE: Maintenance, Operations & Utility

LOCATION: Facilities Management

REPORTING RELATIONSHIP: Assistant Facilities Supervisor

SALARY: \$21.27 - \$25.38 per hour
8 hours per day, 5 days/week, 12 months per year
6:45 a.m. – 3:15 p.m.

START DATE: ASAP

DEADLINE: April 8, 2024 or
until filled

GENERAL SUMMARY

The employee must work independently on various special projects that include, but are not limited to, preparing a school and/or building for furniture liquidations, renovations and/or sale of property, delivery of furniture, equipment or supplies to schools or building, complete HVAC preventative maintenance of District RTUs and AHUs requiring access from a mechanical lift/scaffold and provide additional support where needed.

GENERAL PURPOSE

- Move management work that includes but is not limited to, loading, transporting and unloading of elementary camp supplies, teacher supplies, musical equipment and donations, tables, chairs, stage equipment, athletic equipment, election supplies, etc. to various schools.
- Assist with equipment inventory & maintain cleanliness of warehouse & storage areas/garages.
- HighHVAC preventative maintenance on RT Us and AHUs requiring the use of a mechanical lift or in heights where accessing AHU with >6-foot ladder is necessary.
- Clearing debris off roofs and from on and around roof drains.
- Provide support for high school athletic grounds personnel and other maintenance staff.
- Provide miscellaneous district-level support as required.
- Clear snow off sidewalks & entrances at Central Office & Maxfield Education Center.
- Perform other duties as assigned by Facility Scheduler or supervisors.

SUPERVISORY RESPONSIBILITIES

None

EDUCATION and/or EXPERIENCE

High school diploma or General Education Degree (GED).

JOB REQUISITES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS

- High school diploma or General Education Degree (GED).
- Must be able to work the hours as determined by the school system.
- General knowledge of all phases of maintenance work.
- Demonstrated training and experience related, but not limited to snow removal and grounds maintenance.
- Must possess and maintain a valid State vehicle operator's license and a good driving record.
- Must have experience in operating snow removal equipment and plowing snow.
- Must be able to operate a forklift, a mechanical lift, a snow blower and a tractor.
- Demonstrated ability to read, reason and follow written and verbal instructions, including accurate interpretation of plans and blueprints.
- Must be able to solve practical problems with limited supervision.
- Must have general knowledge of computer and email applications.
- Ability to communicate effectively and work cooperatively with administration, staff members and the community.
- Able to meet physical demands of the position with or without reasonable accommodations; including, lifting and/or carrying of 50 pounds and more, prolonged standing, walking, stretching, bending, pushing, stooping, climbing, etc., and working in heights in excess of 15 feet.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Maintain all safety and code requirements of the Federal, State, local municipality and Board of Education.
- Working knowledge of safety practices and procedures.
- Maintain a clean and safe working environment.
- Must have general knowledge of computer and email applications, ability to use School Dude work order system.
- Ability to communicate effectively and work cooperatively with administration, staff members and the community.
- Knowledge of various vehicles and equipment used in maintenance and operations.
- Ability to create effective working relationships with employees.
- Ability to communicate effectively both verbally and in writing.
- Ability to maintain equipment & maintenance records.
- Perform other duties as assigned by the Supervisor or designee.

TOOLS & EQUIPMENT USED

26' Moving truck w/ a lift gate, pickup trucks, custodial equipment, snow blowers & tractor, mowers, chain saw, edger, weed trimmers, miscellaneous hand and power tools.

SUPERVISORY RESPONSIBILITIES

None

EDUCATION and/or EXPERIENCE

High school diploma or General Education Degree (GED).

BOARD OF EDUCATION EXPECTATIONS FOR ALL FPS EMPLOYEES

To ensure work/choices contribute to the Learner Profile and District Goals, as demonstrated by:

- a. Ability to create a collaborative culture through providing a safe environment for employees to take risks, work independently and interdependently and to value all perspectives.

- b. Ability to establish productive relationships which will support and leave people better off through engagement in courageous conversations and empathetic interactions in order to make choices that build trust and understanding.
- c. Ability to establish an environment of continuous improvement that will provide data/feedback and reflection that will assist in identifying and solving problems in an innovative manner.
- d. Ability to establish an environment for cultural improvement by demonstrating honesty with self and others through equity, not just equality, and seeing and embracing differences as assets.
- e. Ability to know your audience and to tailor communication in a timely, clear and appropriate mode; always seeking to understand.

METHOD OF APPLICATION:

Applications are being accepted online only. To apply for this position, go to the district's web site at www.farmington.k12.mi.us, select the tabs '**Departments**', '**Human Resources**' '**Employment**', '**Online Application**'. For questions regarding this posting contact Tanishia.Peterson@fpsk12.net.

It is the policy of Farmington Public Schools that no person shall, on the basis of race, creed, color, national origin, sex, age, marital status, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or in any of its programs or activities.

FACILITIES MANAGEMENT

CREATING SCHOOL ENVIRONMENTS THAT FACILITATE GREAT TEACHING & LEARNING
AS WELL AS CONTINUOUS SCHOOL IMPROVEMENT

DAILY ASKING OURSELVES, "HOW WILL MY DECISION IMPACT STUDENT ACHIEVEMENT?"

SCHOOLS CAN'T BECOME GREAT PLACES FOR STUDENTS TO LEARN AND GROW UNLESS
WE MAKE THEM THE BEST PLACES FOR TEACHERS TO WORK AND GROW."

DR. JULIE HASSON