

INTERNAL/EXTERNAL JOB POSTING

Job Title: **Facilities Assistant**

52-week position

Monday-Friday

Full Time – 40 hours per week

Job Functions:

Maintains the assigned District's property in excellent operating condition and provides the necessary ability to keep assigned buildings safe, functional, and secure in accordance with District policies and standards. Responsibilities include performing general maintenance and repair of the buildings, grounds, and equipment. Routine maintenance includes painting, minor electrical repairs, plumbing, carpentry, and heating and ventilation system maintenance. Ability to diagnose and troubleshoot. Work with and maintain relationships and contracted vendors. Custodial duties as needed.

Job Requirements:

- High school diploma or alternate based high school equivalency.
- Must possess a valid Michigan driver's license, CDL (or ability to become licensed)
- Possess one or more licenses in building trades (electrical, HVAC, plumbing, or refrigeration), preferred, but not required.
- Prefer five years of experience in facility maintenance
- Must have knowledge of building construction and repair and the use of hand tools and other construction trade tools.
- Skills necessary for maintaining school buildings in a manner acceptable to the general health and safety standards of school buildings.
- Shall have the necessary knowledge, skills, and experience to complete work in an efficient manner and have the ability to operate, maintain and make adjustments to various types of equipment as needed.
- Must have the ability to meet physical demands of the position.
- Ability to stand or walk for extended periods of time, ability to bend, kneel, stoop and lift or move heavy equipment.
- Ability to work as a team and follow instructions from supervisors.

Anyone interested in this position, please send letter of interest and resume by 4:00 p.m. on May 19, 2023, to:

Grant Administration Office
Attn: Kim Anderson
148 S. Elder
Grant, MI 49327

It is the policy of Grant Public Schools not to discriminate on the basis of race, sex, age, color, national origin, religion or handicap in its educational programs, activities, admission or employment policies as required by Title IX of the 1972 Education Amendments: Executive Order 11246 as amended: sections 799A and 845 of the Public Health Act, Title VI of the Civil Rights Act of 1964; and the Equal Pay Act.