

**JOB POSTING
MT. IRON-BUHL SCHOOL DISTRICT**

**Posting #29
2016-2017
June 16, 2017**

Title of Posting - Building Maintenance (Merritt Elementary)

Apply/Reports To - Superintendent/Building Principal

Minimum Qualifications -

1. Must pass criminal record history clearance
2. Must complete orientation as provided by District
3. Must complete training
4. Bus Driver's License
5. Day Shift (hours to be scheduled.)
6. High School Diploma or equivalent
7. Must pass physical exam
8. Must pass drug and alcohol assessment as per District policy
9. Duties as assigned in job description (located in superintendent's office)

Licensure:

- Commercial Driver's License
- School Bus Endorsement
- Air Brake Endorsement
- Driver's License Check
- Boilers License 1st Class

Time Frame for Posting - July 3, 2017

Starting Date - To be determined by administration

Salary and Benefits - As per the AFSCME Bargaining Agreement as provided for on the Salary Schedule

Apply To - Mr. John A. Klarich, Superintendent
Box 537
Mt. Iron, MN 55768

Please include: District Application, resume and letter of application

Qualifications/Job Requirements: (Experience, schooling etc.)

High School Graduate or equivalent

Prefer post secondary training/education in mechanics, and/or pneumatics; and/or plumbing; and/or carpentry; and/or electronics

Prefer 2nd Class MN Boiler Operator's license, employee must have the ability to obtain 2nd class license in one (1) year

Excellent communication skills.

The candidate must pass a Criminal Record History Clearance.

Must complete orientation as provided by the District.

Must pass pre-employment physical and drug and alcohol screening

Employee will be subject to district drug and alcohol testing policy

Must have valid MN Class "B" License with bus driver's endorsement

Ability to obtain and retain MN Certified Pool Operator's license

Physical and Sensory Requirements:

Must have the ability to sit, stand, and/or walk for extended periods during the entire shift.

Must have the ability to balance, climb, crouch, feel, finger, grasp, lift, pull, push, stoop and reach above shoulder level. Ability to climb ladders.

Must have the ability to sustain repetitive movements for a limited period of time. (i.e.: one-two hours).

Must have the ability to lift 50 lbs. maximum with frequent lifting/carrying of up to 25 lbs. (*Employees are encouraged to seek assistance when lifting objects over 50 pounds whenever possible.).

Must have the ability to receive detailed information through oral communication.

Must have the ability to see as it relates to general and near vision.

Must have the ability to express or exchange information by means of spoken word. Must have the ability to read, understand, speak, and write English. Bilingual skills helpful.

Must have the ability to work with electrical circuitry, paints, solvents, cleaning solutions, lubricants, fuels, and other toxic materials

Work Environment:

Must have the ability to work in both internal and external environmental conditions for extended periods of time (i.e.: eight hours).

Noisy work conditions - hearing protection required

Use of power tools, as well as multiple hand tools, safety eye wear required

Work in areas of extreme heat in and around boilers

Exposure to paints, solvents, lubricants, fuel, cleaning solutions, etc.

Dirty and dusty conditions associated with boiler maintenance and general repair work

Salary: As per the AFSCME Local 453 Agreement

Benefits: Eligibility for benefits as per the AFSCME Local 453 Agreement


Superintendent - Jim Techar


AFSCME Business Agent - Steve Giorgi

1-26-04
Date

ORIGINAL

Mt. Iron - Buhl School
Job Description — General Maintenance/Driver

Position Title: General Maintenance/Driver
Reports to: Building Principal

Department: Education
Date: 10/23/03

Purpose of Position: Under the direction of Administration inspects, repairs and maintains machinery and mechanical equipment in accordance with diagrams, sketches, operation manuals and manufacturer's specifications. Perform routine building maintenance and repair on district facilities as needed or requested by Administration. Maintain appropriate records on all mechanical equipment. Operation and maintenance of district heating and air conditioning systems as allowed within their licensure and when assisting the chief boiler operator. Bus driving duties as assigned.

Supervision: N/A

Age Based: Pre-K - 12

Hours of Work: Monday through Friday – day shift – 12 month position - hours to be established by District

Campus: Mt. Iron - Buhl High School or Merritt Elementary, Mt. Iron, MN

Fundamental Job Duties & Responsibilities:

A. Essential Functions:

GENERAL MAINTENANCE:

1. Perform preventative maintenance work on mechanical equipment.
2. Perform preventative maintenance work on electrical, plumbing, heating and cooling systems along with general building maintenance needs.
3. Diagnose and initiate repair work on equipment and district buildings as required.
4. Maintain district grounds as assigned.
5. Complete interior/exterior painting as needed.
6. Keep sidewalks and steps sanded and shoveled, snow plowing as required.
7. Completes summer maintenance duties as directed.
8. Maintain and operate district heating and air conditioning systems.
9. Report damages and/or the need for major repairs to administration.
10. Assist with building repairs and cooperate with contract vendors and administration
11. Prepare and complete records associated with the safe and efficient operation of district swimming pool
12. Early morning mail duties
13. Other duties as assigned including janitorial support and bus driving.

BUS DRIVING:

1. Obey all traffic laws.
2. Observe all mandatory safety regulations for school buses
3. Maintain discipline when students are on bus and report and disciplinary issues to administration
4. Perform pre-route vehicle inspection and fill out log book
5. Keep assigned bus clean
6. Notify garage foreman of any vehicle damage or needed repair work
7. Discharge students only at authorized stops
8. Exercise responsible leadership and behavior when on out of town district activities