



**STAFFORD PUBLIC SCHOOLS  
OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

June 24, 2019

Non-Certified Position

POSITION: Maintenance Worker, Full-time, 40 hours per week

SCHOOL: Districtwide

JOB SUMMARY: Perform/coordinate maintenance of facilities and facility grounds. This may include, but not be limited to care of parking lots, light plumbing, electrical, masonry, and carpentry work/repairs.

**JOB DUTIES:**

- Make repairs to building structures included wall patching and painting, minor carpentry and masonry repairs, and door hardware repairs.
- Understand basic electrical circuitry, diagnose, and make repairs to electrical and lighting systems including bulb replacement, ballast replacement, and electrical controls.
- Understand and use pneumatic (HVAC) controls and energy management systems
- Maintain district tools and monitor and operate equipment.
- Monitor and record data, including but not limited to, oil and water usage, testing equipment readings, pH system readings, vehicle fuel/fluid usage, equipment maintenance, etc.
- Respond to routine and emergency service calls on a twenty four (24) hour basis.
- Perform snow removal as needed.
- Maintain sufficient inventory of paper, chemicals, etc. and review facility supply requests, fill, record, and deliver the supplies.
- Conduct safety inspections according to OSHA and follow district safety guidelines.
- Provide substitute coverage for Head Custodian when needed/requested.
- Make deliveries, including but not limited to supplies, interoffice mail, and special Board office mail (maintenance of valid driver's license required).
- Has ability to regularly lift 30 to 50 pounds and occasionally up to 70 pounds.
- Maintain all service records, data collected, and operate work order management system.
- Communicate building needs to the Director of Building Services and Building Services Department staff.
- Utilize district email and software programs including Microsoft Office and Google Drive.
- Display a positive and courteous attitude.
- Follow all Board of Education policies
- Maintain confidentiality of student/staff/school-related information at all times.
- Perform other duties as assigned by the Director/Assistant Director of Building Services

**REQUIREMENTS:**

- Valid driver's license
- Computer literate
- High School Diploma or GED
- Previous experience in building maintenance or trades

SALARY/BENEFITS: \$17.04 per hour, Step 1 (effective July 1, 2019); Full benefit package, including health and dental insurance

AVAILABILITY: July 1, 2019

CLOSING DATE: Until Filled

Interested candidates should apply on-line (link available at [www.stafford.k12.ct.us](http://www.stafford.k12.ct.us)> Employment Opportunities) and include a resume and three (3) letter of professional reference.

**Only complete application packets will be considered.**

E.O.E.