

Delaware Academy Central School District at Delhi

2 Sheldon Drive • Delhi, New York 13753

Mr. Carey Shultz
Deputy Superintendent



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"A Tradition in Academic Excellence Since 1819"

NOTICE OF VACANCY

The Delaware Academy Central School District at Delhi seeks a highly qualified candidate to fill the following:

Position: **Building Maintenance Aide (FT 12-Months, Non-Competitive)**

Start Date: As soon as possible

Salary: Starting at \$15.50 per hour.

Terms: Full-time, 12 Months

Qualifications: Valid NYS certification

Desired Characteristics, Responsibilities, and Duties: See the attached job description.

Delaware Academy Central School District at Delhi is a leader in academic excellence, focused on preparing students to excel in a diverse and dynamic society.

Reports to: Supervisor of Buildings and Grounds

Deadline: Rolling until filled.

How to apply: Applications can be downloaded by visiting www.delhischools.org (Employment Opportunities) and should include: completed application, cover letter, resume, three letters of recommendation. These materials should also be uploaded to OLAS at www.olasjobs.org.

Correspondence should be directed to:

Carey Shultz, Deputy Superintendent of Schools
Delaware Academy Central School District at Delhi
2 Sheldon Drive
Delhi, NY 13753

EOE.

BUILDING MAINTENANCE AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level building maintenance position designed to give persons with little or no background in building maintenance an opportunity to work and receive training in the field. Incumbents assist in the performance of, and receive on-the-job training in a variety of routine building maintenance and cleaning. The work is performed under the direct supervision of an experienced building maintenance person. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Assists in the performance and receives training in Routine carpentry, electrical, plumbing and related installations and repairs. Operation and maintenance of physical plant equipment including heating, ventilation, air conditioning, water supply, etc. Performs a variety of building custodial activities including operation of floor scrubbers, polishers, vacuum cleaners and other floor cleaning devices, cleaning of floors, windows, walls and woodwork, refuse removal, etc.; Performs a variety of groundskeeping activities including lawn mowing, picking up debris, pruning trees and shrubbery, raking leaves, snow and ice removal, etc.; May on occasion act as a messenger or chauffeur as required.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of tools and procedures used to make minor carpentry, electrical, plumbing and mechanical repairs; Working knowledge of practices, equipment and supplies used in building cleaning; Ability to understand and follow routine oral and written directions; Aptitude for learning routine building maintenance activities; Dependability; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None are required.

NOTE: A valid New York State driver's license may be required at time of appointment and maintained during employment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Adopted 7/22/80

Revised 11/7/95; 1/21/15; 5/11/22

Reviewed 4/9/18; 12/3/18; 11/3/20; 8/5/21