



Jersey Community Unit School District No. 100

100 Lincoln Ave., Jerseyville, IL 62052

618-498-5561

Job Description

Position:	General Maintenance Specialist
School Year:	2023-24

Job Summary

The purpose of this position is to assist in the maintenance and cleaning of the physical buildings and grounds of the district, keeping them in operating excellence so that full educational use of the facilities may be utilized at all times. Knowledge of workplace hazardous materials, ability to read labels, follow oral and written instructions and competence in operating machinery are necessary. Candidate attributes include demonstrating trustworthiness, a good work ethic, and the ability to maintain good working relationships with fellow employees, administrators, students, and the public. Maintenance Workers will perform other duties as assigned. The Maintenance Worker reports to the Maintenance Supervisor and Facilities Director.

Duties

1. General maintenance of buildings and grounds.
 - a. General electrical work
 - b. General Plumbing work
 - c. General carpentry work
 - d. General masonry work
 - e. Ability to build and repair fencing
 - f. Ability to read blueprints
2. Snow removal
3. Sports field maintenance and preparation
4. General Cleaning of buildings and grounds
5. General Operation of:
 - a. Skid Steer
 - b. Tractor
 - c. Backhoe
 - d. Loader
 - e. Truck and trailers
 - f. Other Equipment as needed
6. Other Duties as Assigned

Physical Demands

While performing the duties of this job, the employee is regularly required to stand and walk; use hands and fingers to handle objects, tools, or controls; reach with hands and arms. The employee is occasionally required to sit. The employee must frequently squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs onto ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks, and push/pull 3 pounds. Must be able to push a handcart with 150 pounds. Occasionally the employee will lift and/or move up to 100 pounds such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Minimum Qualifications

High School Diploma or general education degree (GED). Must possess a valid driver's license.

Preferred Qualifications

Experience in the following areas is preferred:

- General Maintenance
- Sports Field Knowledge

Disclaimer

The statements above are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Work Schedule

This is a flex position that requires weekend work as needed by the district. Daily work schedules can also vary as needed to cover district sports and activity schedules.

Application Procedures

Candidates are invited to apply by submitting the following information digitally to **Lisa Schuenke, Director of Finance and Human Resources**, at lisa.schuenke@jersey100.org:

Internal Candidate

- Formal Letter of Interest

External Candidate

- Formal Letter of Interest
- Resume
- Three Letters of Reference
- [Employment Application](#) *(Not applicable for long-term subs)*

(Educators / Coaches - Include all items below that apply)

- Proof of Licensure in the State of Illinois as an educator *(teachers, paraprofessionals)*
- Unofficial Transcripts *(Educators Only)*
(Applicant should have official transcripts sent from the institution when requested by District)
- ASEP Certification *(Coaches Only)*

Jersey Community District No. 100 offers a competitive salary and benefits package, including many professional development opportunities and an instructional climate that is second to none. An FBI fingerprint/background check will be required of all candidates who are hired.

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral, and all professional organization that have entered into agreements with Jersey Community Unit School District No. 100 are hereby notified that our school district does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in, its programs and activities. Inquiries or concerns regarding the application of this notice may be referred to our School District's Compliance Coordinator for civil rights laws. Any person who is unable to resolve a problem or grievance arising under Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 and other federal laws and regulations may contact the Office for Civil Rights. Any person having questions regarding the above is directed to contact Jersey Community Unit School District No. 100, Non-discrimination Liaisons, Mr. Cory Breden or Mrs. Lisa Schuenke at 100 Lincoln Ave., Jerseyville, IL 62052, or call 618-498-5561.

1/19/2024