



GILA CROSSING COMMUNITY SCHOOL JOB ANNOUNCEMENT

Date: October 27, 2009

Department: Facilities

Reports to: Facilities Manager

Hours: 6:00 to 3:30pm

Closing Date: Open Continuous

Position Description: Facilities (maintenance)

Location: Elementary/Middle Campus

Schedule: Monday-Friday

Classified Salary: \$9.11-\$18.68 (column-C Step 1-20)

Overview: This position is primarily responsible for working in facilities department performing duties as assigned by the facilities manager at Gila Crossing Community School. In addition to this you may be asked to do some driving associated with the school program.

Qualifications:

1. Must provide a current Arizona Finger Print Clearance Card.
2. Must have a valid Arizona Drivers license and provide an EZ MVR-Arizona 39 month record when operating a school vehicle.
3. Must have a CPR and First Aide Certification, or ability to obtain such certification prior to commencement of employment.
4. Must pass all drugs and background checks as required for employment at Gila Crossing Community School.
5. High School Diploma or GED
6. Specialized training or 3 years experience in building maintenance.
7. Must possess extensive skills or knowledge related to security, building, and grounds safety procedures and the ability to perform required custodial/facilities maintenance services efficiently.
8. Must possess ability to use common hand tools, small power tools, such as lawn mowers, vacuums scrubbers, (small hand tools, hammers, saws, drills, etc.) safely and efficiently.
9. Must have the ability to prepare required reports for maintenance and vehicle operation.
10. Must have knowledge of how to handle minor emergency situations as they relate to building security and maintenance and while operating a vehicle.
11. Must have ability to maintain effective relationships with people of varied economic, educational and cultural backgrounds.
12. Must acknowledge and agree to maintain a drug and alcohol free workplace as condition of employment.
13. Must exhibit sensitivity and respect for Gila River Indian Community language, culture, history, traditions, and people.
14. Conducts duties and responsibilities in accordance with the Gila Crossing Board of Trustee's approved Policies and Procedures, Personnel manual and other reporting policies and procedures of the tribe, state, and federal government.

Duties and Responsibilities:

1. Services air conditioner/heat pump units/cooling systems, replaces fans, resets circuit breakers, replaces fuses, filters, cleaning coils, replaces thermostats, refrigerant and checks for leaks in refrigerant lines, also mechanical and circuit troubleshooting refrigeration, performs similar maintenance services as needed.
2. Replaces/installs light switches, electrical outlets, light fixtures, ballast's, light bulbs, fluorescent tubes, & fuses, repairs and assembling extension cords.
3. Services heating units such as gas furnaces, replaces thermal coupling, heating control elements, switches fan control switches, cleans units and checks for gas leaks and defective electrical wiring
4. Services plumbing, opening clogged drains, grease traps, replace/repair valves, replace urinals, toilet stools, sinks, inspects water and/or lines and repairs them as needed, installs and repairs water heaters.
5. Does maintenance carpentry, installs doors, hinges, locks door knobs, replacing as required, replaces and installs window frames, sashes, glass, also installs and repairs water heaters.
6. Required to maintain buildings and grounds
7. Required to perform general and specialized cleaning for all buildings and ground areas as needed. This may involve general cleaning activities, removal of debris and hazardous materials, and general litter from the buildings or grounds. May also involve cleaning of chiller systems and other heating and cooling devices.
8. Will be asked to do minor grounds keeping assignments like watering and maintaining lawns, garden and trees.
9. Performs a variety of routine manual duties as required, such as moving supplies, furniture, equipment and assembling furniture. May perform maintenance such as painting, major and minor repairs that need to be completed for the safety of the children and staff.
10. Maintains surveillance to detect and prevent fire, water damage, accidents, vandalism, unlawful trespass or other unsafe conditions. Takes immediate action to handle incidences by requesting assistance from building facilities manager. Assures that the facilities manager is informed through the proper reporting of all activities and incidents.
11. Perform other duties as assigned.

Physical Demands:

Position requires good physical condition with ability to lift and move objects weighing 40 pounds and occasionally 40 to 80 pounds continuous standing or walking stooping.

Work Environment:

Works both inside and outside for extended periods under all weather conditions.

Terms of Employment:

This is a contract position. Will work 8 hours per day; 12 months per school year.