



Maine Township High School District 207

Dr. Kenneth Wallace
Superintendent

Administration Center
1177 South Dee Road
Park Ridge, Illinois 60068-4398

September 12, 2019

VACANCY NOTICE

MAINE WEST

MAINTENANCE/HANDYMAN SECOND SHIFT

The semi-skilled maintenance worker must have suitable background and experience to function in mechanical maintenance.

RESPONSIBILITIES:

Assist HVAC Techs with preventative maintenance operations, including, but not limited to, changing belts and filters, oiling/lubricating HVAC equipment, classroom unit ventilators, and other mechanical systems, diagnosing and replacing small motors, learn Building Automation to enable/disable/schedule HVAC equipment, assist with electrical operations, including changing ballasts, emergency lighting, exit sign, and clock maintenance/repair, replacing light switches and other light electrical work. Ability to organize and complete painting projects in a neat and efficient manner, including painting classrooms, offices, hallways, stairwells, parking curbs, and other painting needs. Assist with minor plumbing operations, including rodding of lines and drains, repair leaking faucets and valves, changing of water filters, installation of towel, soap and sanitizer dispensers. Assist with snow clearing operations, including shoveling, salting, and plowing. Other shared responsibilities may include: fire alarm system operation and sprinkler maintenance, furniture repairs, emergency board-ups, door and hinge repairs, public address system and speaker repairs, floor and wall tile repairs.

REQUIREMENTS:

Must be/have: conscientious and self-motivated, strong work ethic and able to lift 50 pounds; move (with assistance when appropriate) all standard school and office furniture; climb and work on a ladder, scissor lift, or scaffold 30 feet high; work on one's feet for 4 hours at a time with a single 15-minute break; able to work on hands and knees. Must have good communication skills, written and oral, for daily assignments, documentation of work orders, radio communications. Must be able to respond to phone and e-mail assignments.

SALARY & BENEFITS:

- \$47,630 total salary (*includes semi-skilled stipend and shift differential*) - \$ 22.90 hourly
- Medical & dental insurance
- 10 days paid vacation; 15 paid holidays; 14 sick days
- IMRF pension - employees vested after 10 years of employment
- Paid term life insurance policy equal to annual base salary

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HOURS: Monday through Friday -- 2:30 p.m. to 11:00 p.m.

TO APPLY, SUBMIT THE FOLLOWING NO LATER THAN FRIDAY, OCTOBER 4, 2019:

- Send a letter of interest and resume to John Gutka, Director of Buildings and Grounds at jgutka@maine207.org
- Complete an online application at: www.generalasp.com/D207/onlineapp/

As a matter of policy, the race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, disability, unfavorable discharge from military service, or any other unlawful basis of discrimination, including harassment as defined and provided by the Illinois Human Rights Act and all other applicable state and federal laws shall not be considered either a qualification or disqualification of any applicant.