

**Greenfield Public Schools  
195 Federal Street, Suite 100  
Greenfield, MA 01301**

PLEASE POST

VACANCY ANNOUNCEMENT

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## **1.0 Maintenance Worker District Wide**

### **DESCRIPTION:**

Greenfield Public Schools has an opening for a full-time Maintenance Mechanic for our school buildings. The scope of the Maintenance Mechanic position involves maintenance and repair of grounds, exterior structures, interior mechanical systems (general repair, not requiring a license), building carpentry, upkeep of machines and heating/cooling systems, and related fixtures and utilities. Also involved is the understanding of a variety of trade practices associated with occupations such as carpentry, masonry, plumbing, electrical, air conditioning, cement work, painting and other related trades, and the performance of the highest level of work in at least two of the trades involved.

### **QUALIFICATIONS:**

- High School Diploma
- Ability to work without constant supervision
- Demonstrated ability to maintain confidentiality
- Ability to work well with other custodial/maintenance staff as well as administrators, teachers and staff
- Demonstrated experience in technical practices
- Demonstrated experience in interpreting instructions and writing work orders and work completion records
- Ability to lift 50 pounds over head and pass physical related to stamina needed
- Knowledge of equipment assembly, installation, repair; measurement and layout; use and maintenance of tools and equipment; knowledge of materials
- Organizational skills for prioritizing repair requests and keeping the shop organized and stocked
- Excellent attendance record in prior positions
- Knowledge of or willingness to learn procedures and requirements for local, state and federal inspections related to asbestos and facilities management
- Skills in Excel and word processing and work order systems, preferred but not required
- Recommendations for excellent work habits
- Ability to work 40 hours/week and flexibility to respond to building needs
- Must be able to pass a CORI check and Fingerprinting
- Other duties as assigned.

### **DUTIES:**

- Responsibilities related to qualifications listed above. Periods of overtime will be required during the year

**STARTING DATE:** As soon as possible

Interested applicants should send a resume and cover letter to:  
Superintendent's Office  
195 Federal Street, Suite 100  
Greenfield, MA 01301  
jobs@gpsk12.org

*Greenfield Public Schools does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, marital status, age, national origin, or disability in employment or in admission to, or obtaining the privileges or courses of study in our schools.*

11.26.18