



# CARMAN-AINSWORTH COMMUNITY SCHOOLS

G-3475 W. Court Street • Flint, Michigan 48532 • Phone: (810) 591-3700 • Fax: (810) 591-3323

## Vacancy Notice

For full consideration, all interested and qualified candidates should apply by emailing a resume to [kdekoski@carmanainsworth.org](mailto:kdekoski@carmanainsworth.org) or by mail to Human Resources, Carman-Ainsworth Community Schools, G-3475 W. Court Street, Flint, MI 48532. Applications must be received no later than 4 p.m. on Friday, May 22, 2026.

## Maintenance I

### REPORTS TO

Supervisor of Maintenance and Grounds

### SUPERVISES

May instruct other maintenance employees in basic work procedures and safe working practices

### JOB PURPOSE AND FOCUS

To provide staff and students with a safe, attractive, clean and efficient place to learn and develop and ensure that building equipment and grounds are properly maintained. The employee shall devote his/her entire time to the care of the school property within the assigned. The employee shall take every precaution for the protection of the property. The employee shall serve as an advisor to the Supervisor of Operations on matters pertaining to and limited to, safety, and maintenance of the district's buildings, grounds and equipment. Job tasks may differ depending on the season.

### ESSENTIAL QUALIFICATIONS AND REQUIREMENTS

- High school diploma or equivalent
- Maintains excellent personal hygiene
- Possesses and maintains an excellent attendance record
- Valid driver's license with a good driving record
- Ability to perform various maintenance and repair tasks including electrical, plumbing, carpentry, and mechanical repairs and demonstrate increased job knowledge and ability in one or more specific maintenance areas
- Perform more specific tasks inside and outside the physical plant including district wide grounds, handling materials and supplies, moving equipment, operating power-driven equipment, truck driving, snowplowing, mowing, etc.
- Enrolled in or completed additional education and or training in a specific job-related curriculum
- Demonstrated ability to complete more job specific task
- Ability to work with minimal supervision
- Ability to work well with others
- Demonstrated aptitude and competence for assigned maintenance tasks
- Demonstrated mental/physical ability and stamina for meeting the essential duties of the position

- Ability to communicate clearly and concisely in both oral and written form
- Knowledge of and adherence to all district requirements and Board of Education policies
- Ability to meet deadlines

#### **ESSENTIAL FUNCTIONS AND REPRESENTATIVE DUTIES**

- Maintain ventilation systems
- Make plumbing or electrical repairs
- Perform ice and snow removal as needed
- Take responsibility for all assigned tools and equipment
- Assist other workers as needed
- Shovel/plow snow from sidewalks, driveways, and parking lots
- Spread ice melting compound on public passageways to prevent ice buildup
- Schedule maintenance and maintain cleanliness of maintenance vehicle
- Perform other duties as assigned

#### **TERMS OF EMPLOYMENT**

Wages and benefits as outlined in the Collective Bargaining Agreement with the Board of Education. This is a 40 hour a week position for 52 weeks per year. Hourly rate is based on the Custodial-Maintenance salary schedule level F (\$13.73/hr. - \$22.46/hr.)

#### **WORK ENVIRONMENT**

The employee must possess strength, stamina and mobility to perform heavy physical work both in and outdoors in all weather conditions and with exposure to potentially hazardous conditions, use a variety of hand and power tools; lift and move materials and equipment weighing up to 90 pounds and heavier weights with the use of proper equipment. Must be available for regular standby assignments and emergency overtime as required.

#### **EVALUATION/PERFORMANCE MEASUREMENTS**

Maintenance workers will be evaluated bi-annually. Criteria for performance include but are not limited to:

- Attendance record
- Data utilization
- Human interactions
- Equipment, machinery, materials, and tools utilization
- Verbal, mathematical aptitude as required by job duties
- Participation in specific training or workshop opportunities
- Demonstration of interpersonal, time, conflict, and stress management skills
- Production and efficiency related to job duties

## INTENT AND FUNCTION OF POSITION DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions.

All descriptions reflect essential functions and basic duties. Peripheral tasks have been excluded. Requirements, skills, and abilities are the minimal standards required to successfully perform the positions. In no instance should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as appropriate, in keeping with collective bargaining agreements and law.

*Carman-Ainsworth Community Schools does not discriminate on the bases of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities. The district shall comply with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d. et seq.; and 42 U.S.C §§ 2000e, et seq.; The Americans With Disabilities Act of 1990, 42 U.S.C. §§ 1210, et seq.; The Handicappers' Civil Rights Act, MCL §§ 37.1101, et seq.; and The Elliott-Larsen Civil Rights Act, MCL §§ 37.2101, Age Discrimination in Employment Act (ADEA), 29 U.S.C. §§ 621, et seq.*