



SPRING LAKE

PUBLIC SCHOOLS

JOB DESCRIPTION

Position Title: School Maintenance Employee / Skilled Trades Technician
Department: Operations
Reports To: Maintenance Director
FLSA Status: Nonexempt
Date: July 2026
FTE: Full-time Position

POSITION SUMMARY:

The School Maintenance / Skilled Trades Technician is responsible for maintaining district buildings, grounds, equipment, and systems to provide a safe, clean, and functional learning environment for students, staff, and community members.

Preference will be given to candidates with experience in HVAC, electrical, plumbing, and general building maintenance.

This position also assists with pool facility maintenance and operations. Preference will be given to candidates currently holding a Certified Pool Operator (CPO) certification. Candidates without certification must be willing to obtain CPO certification through district-supported training.

This position performs preventative maintenance, troubleshooting, repairs, grounds work, and miscellaneous classroom and facility repairs as assigned.

TYPICAL JOB REQUIREMENTS: Include, but are not limited to:

- Perform maintenance and repair work on district buildings and grounds
- Troubleshoot and repair HVAC, plumbing, and electrical systems
- Complete preventative maintenance tasks on equipment and building systems
- Perform classroom and office repairs including furniture, doors, fixtures, ceilings, flooring, and hardware
- Assist with grounds maintenance including mowing, snow removal, landscaping, and athletic field upkeep
- Perform pool facility maintenance including monitoring pool systems, maintaining water quality standards, and assisting with safe pool operations
- Maintain required pool records and chemical logs in accordance with health and safety regulations

- Respond to maintenance requests and emergency repair situations
- Maintain tools, equipment, and work areas in a safe and organized manner
- Assist with event setups, deliveries, and moving furniture/equipment as needed
- Follow all district safety procedures and applicable codes/regulations
- Work collaboratively with custodial staff, administrators, and outside contractors
- Other duties as assigned

QUALIFICATIONS: To perform a variety of semi-skilled and skilled work in several areas of the building and grounds through the District. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or equivalent required
- Experience in one or more skilled trades preferred:
 - HVAC
 - Electrical
 - Plumbing
 - Carpentry/Building Maintenance\
- Pool maintenance experience preferred
- Certified Pool Operator (CPO) certification preferred. Candidates without certification must obtain CPO certification within a district-established timeframe following hire
- Preference will be given to candidates currently holding a valid CPO certification
- Ability to operate maintenance equipment and power tools safely
- Valid Michigan driver's license with acceptable driving record
- Ability to lift, carry, climb ladders, push and pull equipment and materials and perform physically demanding work
- Ability to work independently and as part of a team
- School maintenance experience preferred but not require

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to frequently stand, walk, bend, climb and lift objects
- Able to work indoors and outdoors in varying weather conditions
- Able to work at different heights from ladders and lifts when necessary
- Able to operate all types of grounds and maintenance equipment
- Able to use basic tools for grounds such as ladders, shovels, clippers, chainsaws, gas/diesel powered grounds equipment
- Able to deal with herbicides, fertilizers, ice melter and refuse
- Regular and predictable attendance expected
- In-person work required

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- We expect respect for all individuals as valued members of our school community
- The person is expected to be self-motivated and task-oriented and able to work alone in the district and able to accept feedback and demonstrate core values

WORK SCHEDULE:

Full-time, year-round position; occasional evening or weekend work required for emergencies, special events, and pool operations.

COMPENSATION & BENEFITS:

Competitive wage offered in accordance with experience, qualifications, district policies and applicable collective bargaining agreements. Benefits package includes health insurance, retirement, paid time off, and other district benefits in accordance with district policy and applicable collective bargaining agreements.

APPLICATION PROCESS:

Applications accepted via Applitrack. Interested candidates should submit the application with a letter of interest, resume, references and any relevant certifications or experience. Applications will be accepted until the position is filled.

The Spring Lake School District complies with all Federal laws and U.S. Department of Education requirements prohibiting discrimination and does not discriminate on the basis of race, color, religion, national origin, age, sex, marital status or disability, or limited English proficiency in any of its programs or activities. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned.