

# NORTH VERMILLION COMMUNITY SCHOOLS



## Job Posting

|                                |                                            |
|--------------------------------|--------------------------------------------|
| <b>Jop:</b>                    | General Maintenance / Grounds Keeper       |
| <b>Department:</b>             | Maintenance                                |
| <b>Reports To:</b>             | Maintenance Director                       |
| <b>Category of Employment:</b> | Classified Staff                           |
| <b>Term of Employment:</b>     | Full Time / 260 days / 8 hours a day       |
| <b>Wages and Benefits:</b>     | Competitive Wages, Full Benefits Available |

### **Summary of Position:**

- Perform routine maintenance and repairs to buildings, equipment, furniture, and fixtures.
- Maintain school grounds, including mowing, landscaping, snow/ice removal, and general outdoor upkeep.
- Assist with heating, cooling, plumbing, electrical, and other facility systems as appropriate.
- Identify safety hazards and address or report them promptly.
- Help maintain safe and clean parking lots, sidewalks, athletic areas, and playgrounds.
- Prepare facilities for school activities, athletic events, and community use.
- Assist with moving furniture, equipment, supplies, and other materials.
- Coordinate with outside contractors or service providers when specialized work is needed.
- Maintain basic maintenance tools, equipment, and supplies.
- Follow school safety procedures, OSHA requirements, and applicable building codes.
- Respond to maintenance emergencies when needed.
- Support custodial and administrative staff in maintaining a safe and operational school environment.

Applicant must have:

- Fill out and submit the Corporation Application (on the website)
- Obtain a Valid Driver's License
- Complete a Background Check
- H.S. Diploma, at least 2 year's experience or certificated training related to maintenance / general construction
- Meet physical demands of job
  - Some heavy lifting requirements.
  - Climb ladders, lifts, and scaffolding at least 20 feet off of the ground.
  - Work on and under equipment
  - Handle chemicals and fluids as trained

**Interested Applicants Should Contact:**

Brian Byrum / Superintendent

[bbyrum@nvc.k12.in.us](mailto:bbyrum@nvc.k12.in.us) / (765-492-4033)