



VACANCY NOTICE

POSITION:	Maintenance Person
LOCATION:	Building & Grounds
START DATE:	ASPA
HOURS:	Monday-Friday; 8 hours per day
SALARY:	Custodian: (CBA Agreement-Article 11) Maintenance \$25.00/hour
BENEFITS:	Blue Cross Blue Shield Booklet English / Spanish
QUALIFICATIONS/EXPERIENCE:	High School Diploma See attached job description

Qualified applicants should complete an online application at www.district100.com. All **current employees** must submit an application within five (5) days of the posting date to be considered for this position. *Please notify your current supervisor of your intent to transfer.*

Human Resources Department
Belvidere Community Unit School District 100
1201 Fifth Avenue
Belvidere, IL 61008

Posting: March 26, 2025

Community Unit School District 100 does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, development disability, national origin, ancestry or marital status



Job Description

Position: Maintenance Person

Reports to: Reports directly to Supervisor of Maintenance

Qualifications:

1. High School Diploma;
2. 8 years experience in commercial or industrial building systems maintenance position;
3. Valid Illinois driver's license.

Terms of Employment: 12 months

Basic Function: Under the direction of the Supervisor of Maintenance duties include, but are not limited to, electrical wiring; lighting and component installation and repair; stick and metal gas welding; heating, cooling, ventilating installation and repair; school facility plumbing installation and repair; general carpentry installation and repair; general painting; snow removal; glass and window installation and repair; and any other buildings and grounds maintenance functions that are requested by individual district facilities. Cooperates with all certified and non-certified personnel, students and parents.

Performance Responsibilities

1. Completes all assigned duties in a timely and professional-like manner.
2. Cleans up after work assignment has been completed.
3. Completes work order form as to time spent, material used, and documents any additional information that may be required.
4. Uses safe work practices on all projects to protect himself/herself and all other building occupants including students, teachers, and others who may have use of our buildings and grounds.
5. Reports any needed repairs or unsafe conditions to the Building Principal, and then Supervisor of Maintenance.
6. Must be capable of operating all District-owned vehicles and equipment, and must have valid and current Illinois driver's license.



7. Must be knowledgeable and capable of operating a wide variety of electrical and gasoline powered tools and equipment.
8. May be required to perform custodial duties when needed.
9. Follows all school rules and board policies.
10. May be required to supervise the conduct of part-time employees assigned as helpers during the course of any projects.
11. Avails himself/herself for snow removal as directed by the Facility and Grounds Coordinator.
12. Must be capable of supporting or lifting up to 100 pounds.
13. May be required to work off shift hours on emergency calls.
14. Performs other related duties and tasks as may be assigned by the Custodial Supervisor and Supervisor of Maintenance.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.