



1414 Chase St. Greenville, MI 48838
Tel: (616) 754-3686 • Fax (616) 754-5374
www.gpsjackets.org

Title: Skilled Maintenance

Location: Central Services Facility

Classification: [Greenville Education Support Personnel Association Master Agreement 2023-2026](#)

Reports to: Director of Facilities

Schedule: 8 hours per day, 260 days per calendar year

Salary: \$19.93 - \$28.29 per hour based on relevant prior work experience

Benefits: Comprehensive benefits package including medical, vision, dental, and life

POSITION SUMMARY: The Skilled Maintenance Worker is responsible for ensuring the proper upkeep, repair, and safety of school buildings and facilities.

DUTIES AND RESPONSIBILITIES: *other duties may be assigned*

- Perform minor plumbing, electrical, and carpentry repairs
- Fix doors, locks, windows, furniture, and other fixtures as needed
- Conduct routine inspections to identify potential maintenance issues
- Monitor and maintain heating, cooling, and ventilation systems
- Change filters and check thermostats to ensure proper operation
- Ensure all maintenance work complies with safety regulations
- Inspect fire extinguishers, emergency exits, and alarm systems
- Remove safety hazards such as broken fixtures
- Repair sidewalks, fences, and playground equipment as needed
- Assist with event setup and teardown, including moving furniture, equipment, and staging materials for school functions, assemblies, and community events
- Provide support with groundskeeping tasks such as lawn care, landscaping, and general outdoor maintenance
- Participate in snow and ice removal during winter months, including salting walkways and operating snow removal equipment as needed
- Provide custodial assistance as needed, including routine cleaning, sanitizing, and responding to urgent maintenance or cleanliness concerns
- Support emergency response efforts related to facility issues, such as weather events, equipment malfunctions, or safety hazards
- Maintain records of maintenance work and supply inventory
- Commitment to regular and predictable attendance
- Adherence to Greenville Public Schools core values: integrity, collaboration, compassion, and responsibility

QUALIFICATION REQUIREMENTS:

- Knowledge of basic plumbing, electrical, carpentry, and HVAC systems
- Ability to use hand and power tools safely and effectively
- Strong problem-solving skills and attention to detail
- Ability to work independently and as part of a team



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- Must be able to pass a pre-employment physical examination, including strength and flexibility testing
- Satisfactory background check

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent
- Experience in maintenance, facility repair, or related field preferred

CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Credentials in HVAC, refrigeration, electrical, carpentry, welding, or other skilled trades highly preferred

PHYSICAL DEMANDS: The employee is regularly required to stand, walk, use hands and fingers to handle and feel objects, tools, and controls, talk, and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to sit. The employee must frequently squat, stoop, or kneel, reach above head and reach forward. The employee continuously uses hand strength to grasp tools and climb onto ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 50 pound items, such as cleaning supplies, pails, and unloading trucks. Occasionally the employee must lift and/or move up to 90 pounds such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, and scrubbing machines. In-person work is required.

OTHER SKILLS AND ABILITIES:

- **Communication:** The employee must have clear speaking and sufficient hearing to communicate effectively and appropriately in person and on the telephone. Ability to write business correspondence in a professional manner. Ability to present information to small and large groups.
- **Reasoning:** Ability to apply common sense understanding to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to use good judgment in making decisions.
- **Interpersonal:** Maintain and encourage a safe environment for all students, staff, and the community. Effective organizational skills. Ability to work without direct supervision. Ability to be flexible in dealing with staff, students, parents, and the community. Demonstrates reliability, punctuality, dependability, honesty, and self-motivation while performing the duties of the position. Exhibits a positive image as a representative of the school district.
- **Mathematics:** Ability to perform basic math computations including addition, subtraction, multiplication, and division, using whole numbers, common fractions, and decimals.
- **Environmental:** The noise level in the work environment is usually moderate to loud. The employee must be able to work under fluorescent lighting. The employee may be required to be outdoors for short periods of time, and is therefore subject to varying weather conditions.



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The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Greenville Public Schools Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.