



2400 MASON EAGLES DR.
ERIE, MI 48133
ERIE.MASON.K12.MI.US

POSITION POSTING

Posting Date:	April 22, 2025
Position:	Maintenance I
Terms:	Full-time, twelve-month position, eight hours per day, \$21.30 per hour
Location:	Mason Consolidated School District
Reports to:	Operations Director
Apply in writing by:	05/05/2025 or Until Filled
Qualifications:	See attached job description
Summary:	Mason Consolidated Schools is currently seeking applicants for the position of Maintenance I. MCS is a small, rural district located near Lake Erie in the southernmost part of Michigan just off I-75. We are known as a welcoming and friendly district, one that is fully committed to student success and consistent growth.
Criminal History:	All Employees of the Mason Consolidated School District are fingerprinted for a Michigan and FBI criminal history check. The processing fee is the responsibility of the employee.
Method of Application:	https://eriemason.k12.mi.us/employment-opportunities
Contact Information:	Human Resources Mason Consolidated Schools 2400 Mason Eagles Drive Erie, MI 48133 Humanresources@eriemason.k12.mi.us

Mason Consolidated Schools does not discriminate on the basis of religion, race, color, national origin, disability, age, sex, sexual orientation, gender identity or expression, height, weight, familial status, or marital status in its programs, activities or in employment.



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**MASON CONSOLIDATED SCHOOLS
JOB DESCRIPTION**

TITLE:	Maintenance I
REPORTS TO:	Operations Director
JOB GOAL:	Contribute to the maintenance of Mason Schools' buildings and grounds in a way that provides for a condition of operational excellence so that the use of those buildings provide for all educational, support and extracurricular activities.
TERMS OF EMPLOYMENT:	Twelve-month position, eight hours per day
WAGES:	\$21.30
EVALUATION:	Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Personnel

Minimum Qualifications:

- High school diploma or equivalent
- Valid driver license with positive driving history
- Ability to possess and maintain CDL
- Must be physically capable of carrying out the essential functions of the job
- Excellent attendance work record
- Non-smoker while on school district property or in school district vehicles
- Demonstrated ability to follow written and oral instructions
- Demonstrated ability and history in developing and maintaining positive working relationships with staff, students, and co-workers
- Possess good organizational skills and the ability to present a positive image to the community
- Possess high amounts of initiative
- At least three (3) years of successful facilities maintenance or related experience
- Appropriate experiences to operate all boilers in all buildings - Statewide certification preferred
- Must have mechanical knowledge and aptitude
- Skills in plumbing, electricity and carpentry and construction or show evidence of progress toward developing the same
- Ability to use appropriate maintenance equipment
- Knowledge of swimming pools, including maintenance and operation
- Ability to possess Aquatic Facility Operator certification
- On Call for emergency situations
- Ability to lift at least 75 pounds frequently
- Demonstrated use of correct written and verbal communication skills

- Demonstrated ability in organizing work groups for accomplishing job targets
- Demonstrated ability in developing and maintaining harmony with co-workers and team members
- Must possess basic computer skills
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

Preferred Qualifications:

- Associate Degree in construction management or a journeyman's card in electrical, plumbing, carpentry and related trades
- Knowledge of electronics and repair of electronic equipment
- CDL license

Essential Duties and Responsibilities

Duties include but are not limited to the following:

- Employee will provide and use their own hand tools such as hammers, screw drivers, etc.
- Open school buildings as appropriate
- Assist with any area of the grounds as needed
- Spot check to see that all building systems are functioning properly
- Maintain district heating system in all buildings
- Responsible for cleaning and preparation for State Department inspections and the issuance of yearly licenses
- Maintain and repair fans, motors, pumps, etc. as necessary
- Check all outside and inside electrical installations and equipment periodically. Maintain and repair as necessary
- Remove snow and ice district wide as needed
- Check all water lines periodically. Maintain and repair as necessary
- Communicate building maintenance needs to Operations Director
- Assist in developing specifications for repair/maintenance projects
- Collaborate with Operations Director to coordinate outside contractors with building maintenance projects
- Maintain appropriate inventory of necessary supplies
- Assist in developing and maintaining appropriate maintenance and preventative maintenance records
- Complete plumbing, HVAC, electricity and carpentry and construction projects as assigned or needed
- Support the mission of Mason Consolidated School District
- Communicate positively and effectively with all co-workers and recipients of services
- Prepare Athletic Fields/Venues/Facilities for District events
- Drive bus as needed for repairs, delivery or other emergency situations (CDL required)
- Satisfactorily complete other duties and responsibilities as may be assigned by the Operations Director and/or Superintendent
- Employee will perform the duties of said position in the School District, and enforce and comply with the policies, rules and regulations established from time to time by the Board of Education or Superintendent