

Fairborn City Schools
306 E. Whittier Avenue
Fairborn, OH 45324
(937)878-3961
(937) 879-8180 FAX

JOB OPENING

DATE: April 24, 2018
POSITION: Handyperson
LOCATION: Maintenance
SALARY: Starting Pay: \$15.51 per hour 8 hours per day, schedule is 7:00am – 3:30 pm
DEADLINE: April 30, 2018

QUALIFICATIONS, REQUIRED KNOWLEDGE, SKILL AND ABILITIES:

1. Maintain a presentable public appearance.
2. Present a courteous and positive image of the school system and of self to staff, student body, and public.
3. Physically able to perform work assignments.
4. Valid driver's license and insurable under the Board carrier.
5. Ability to work effectively with others.
6. Ability to communicate ideas and directives clearly and effectively both orally and in writing.
7. Organizational and problem solving skills.
8. Ability to read and understand verbal and written instructions, written warnings and labels.
9. Basic understanding of electricity, plumbing, welding, carpentry and roofing.
10. Ability to operate machinery.

DUTIES:

1. Working hours will be established by the Supervisor of Operations, the workday will consist of eight (8) working hours and one (1) hour unpaid hour for lunch.
2. Performs general maintenance work inside and outside, including district wide grounds keeping, handling materials and supplies, moving equipment, operating power-driver equipment, truck driving, snow plowing, moving, etc.
3. Conduct periodical inspections of the facilities.
4. Perform yearly inventory of work area, supplies and equipment.
5. Promote good safety practices and procedures.
6. Repair doors, windows and vents.
7. Performs such other duties as many be assigned by the Supervisor of Maintenance.
8. In an emergency, may be called to work in addition to the regular workday. These hours will be compensated according to Union Contract.
9. Ensure the care, condition, appearance, repair or replacement of all physical equipment, buildings, facilities and grounds.

Applications will be reviewed and interviews may be limited. Skill performance may be tested.

CONTACT: Gene Lolli
glolli@fairborn.k12.oh.us

PROCEDURE FOR APPLICATION:

Applicants (if an employee of the school district) desiring consideration for this position may apply by sending a letter to Gene Lolli, Director of Business Affairs/Classified Personnel, Board of Education, within five (5) working days.

If not an employee of the school district, applicants must complete the application process at the Dayton Area School Employment Consortium at <https://www.applitrack.com/dayton/onlineapp/> or fill out the classified form, available on our website, www.fairborn.k12.oh.us, or from the Business Office and submit three (3) letters of reference with the address and phone number of the person making the recommendation.