



Twin Valley School District

4851 N. Twin Valley Road · Elverson, PA 19520

Telephone 610-286-8600 · FAX 610-286-8608

Twin Valley School District
"Every Student, Every Day"

PLEASE POST
10/8/2021

VACANCY NOTICE

Positions.....	Full-Time Facilities Worker (Some Experience Preferred)
Effective Date.....	Immediately
Education.....	High School Diploma or equivalent
Salary.....	\$20.90 / hr. + Benefits

Physical Demands:

The performance of routine and non-routine manual labor associated with the maintenance of buildings. Stands, walks, climbs stairs and ladders most of the day. Stoops, crouches, pushes, and pulls equipment. Lifts medium weights (50 lbs.). Some occasional heavy lifting.

Essential Functions:

1. Diagnose, evaluate and repair all necessary issues involved with the school within the scope of ability.
2. Make repairs to buildings, example: walls, floors, ceilings and special areas.
3. Repair desks, chairs, table and other furniture. Construct shelves, cabinets and other furniture.
4. Maintain grounds, shrubs, and playing surfaces as required including preparation for athletic events.
5. Keep simple records and make simple reports.
6. Paint interior and exterior of buildings as assigned.
7. Provide assistance and technical support to Custodial Staff in the general maintenance of the facilities.
8. Assist the Physical Plant Director with the daily functions of the athletic fields.
9. To assist the Physical Plant Director in the maintenance of parts and supplies inventory related to the job.
10. Pick up and deliver miscellaneous items such as board packets, supplies, parts, etc.
11. Maintain the highest level of ethical behavior and confidentiality of student and district information.
12. Timely snow removal and shoveling.
13. Inspect and notify the Physical Plant Director of any potential safety hazards within the district.
14. Assist maintenance workers as needed.
15. In an emergency situation, assume the duties of any custodian/maintenance position in the district as directed.
15. Police areas inside and outside of buildings as needed.
16. Perform assigned tasks in conjunction with major building repairs and renovation projects.
17. Related work as required and instructed.
18. Perform preventive maintenance tasks as assigned by the Physical Plant Director.
19. Perform such other tasks and assume such other responsibilities as may be assigned by the Physical Plant Director.

Deadline for applying: 2018

Apply in Writing to: Rita L. Haddock, Personnel Office
4851 N. Twin Valley Rd.
Elverson, PA 19520

Phone: (610) 286-8600, ext. 1652

E-Mail: rhaddock@tvسد.org

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