



# 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**  
9/8/2023

## VACANCY NOTICE

**Twin Valley School District is Currently Accepting Applications  
For the Following Position(s):**

### **FULL-TIME MAINTENANCE WORKER**

**Education – High School Diploma or Equivalent**

**Salary – \$22.80 hr. plus Full Benefit Package**

#### **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: roofs, walls, windows, soffit, entrance walls, floors, ceilings, doors, windows, and special areas.
3. To perform troubleshooting and general repairs to mechanical systems such as boilers, HVAC equipment, electrical and plumbing systems or recommend the need for repair to the Physical Plant Director.
4. Maintain grounds, shrubs, and playing surfaces as required including preparation for athletic events.
5. Keep simple records and make simple reports.
6. Inspect for and notify the Director of Physical Plant of any potential safety hazards within the district.
7. Perform preventative maintenance tasks as assigned by the Director of Physical Plant.
8. Provide assistance and technical support to Custodial Staff in the general maintenance of the facilities.
9. To assist the Physical Plant Director in the maintenance of parts and supplies inventory.
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. Operate and maintain the sewage treatment plant.
14. Perform such other tasks and assume such other responsibilities as may be assigned by the Physical Plant Director.

**Deadline for applying: ..... September 18, 2023 or until filled**

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

**Phone:** (610) 286-8600, ext. 8544  
**E-Mail:** rihaddock@tvbsd.org

**E.O.E.**