



# BERKSHIRE LOCAL SCHOOLS

14155 Claridon Troy Rd., Burton, OH 44021 • 440.834.3380 ext. 2101

Berkshire School District is looking to fill a full-time building maintenance position (2pm-10pm typical). You will be monitoring the facility and building systems, performing repairs, and completing assigned work tickets in our Pre-k – 12 school building and 2 adjacent buildings.

40-50% Monitor and maintain building equipment and systems; check for hazards in and around buildings; tests and maintains exit and emergency lights. Performs building and maintenance functions including carpentry, drywall repairs, painting, and woodwork. Repair/replace door locks, closers, cylinders and changes combinations.

30% Maintains and repairs plumbing & fixtures, electrical, HVAC and other systems; repairs to electrical fixtures, monitor boilers, air handlers, and perform filter changes.

20% Assist with setting up classrooms & moveable walls, moving desks, chairs, tables as requested.

10% Custodial duties such as cleanup spills, trash, and pick up debris as needed.

Knowledge of procedures, techniques, tools, materials and equipment used in the plumbing, electrical, heating/air conditioning, drywall and carpentry, building and grounds maintenance procedures, district safety policies and procedures. Work directly with the maintenance staff, vendors and inspectors. Follow preventative maintenance schedules; performs other related functions as requested.

Ability to follow verbal and written instructions, perform manual labor tasks; perform a variety of skilled and semi-skilled tasks in all trades; complete on-line and in-person district safety training, lift and carry up to 50 pounds, and maintain preventative maintenance records.

Must have basic computer skills such as email, word processing and spreadsheets. Training on in-house systems will be provided.

This position requires a background check.

*Maximizing each student's potential as an individual and as a responsible citizen*

[www.berkshireschools.org](http://www.berkshireschools.org)