PLEASE POST

HERMITAGE SCHOOL DISTRICT

Amy S. Wanchisn, Ed.D., Superintendent
Central Administrative Office
411 North Hermitage Road
Hermitage, PA 16148-3318
Telephone: 724.981.8750, ext. 6010
District Fax: 724.981.5080

NOTICE

This posting is for employee information only.
It is not for the purpose of seeking outside applications.

Posting: 08/06/26

APPLICATIONS WILL BE RECEIVED FOR THE POSITION LISTED BELOW UNTIL AUGUST 12, 2026. THE EARLIEST THIS POSITION WILL BE FILLED IS AUGUST 13, 2026. PLEASE APPLY, IN WRITING, TO THE OFFICE OF THE SUPERINTENDENT.

CLASSIFIED POSITION

SKILLED MAINTENANCE POSITION
(Replacement Position - District)

260 Days – 8 Hours Daily
Class IV – 7:00 AM – 3:00 PM
(Probationary, Base Rate or Appropriate Rate)

QUALIFICATIONS:

- **High School diploma required**
- **Must have Experience with Automotive, Mechanical, and Groundskeeping Equipment Repairs**
- **Must have Experience with Light Plumbing, Electrical, Carpentry and Welding.**
- **Responsible for Maintaining and Cleaning all Vehicles and Equipment**
- **Responsible for Maintaining Shop Area**
- **Responsible for Snowplowing and Snow Shoveling**
- **Must be able Operate all District Equipment**
- **Responsible for all Record Keeping of all Vehicles and Equipment**
- **Responsible for Grass Cutting, Weedwacking, and all Other Outside Maintenance**
- **Responsible for Operating Forklift to Unload Deliveries**
- **Ability to Lift and/or Carry Supplies or Papers Weighing no more than 100 Pounds**
- **Ability to Lay out Athletic Fields and Lines**
- **Available to Work Flexible Shifts**
- **Other duties as Assigned by Supervisor**

The above position(s) may or may not be filled.

An equal opportunity employer...Federal, State and Local Laws prohibit discrimination because of color, basis of race, sex, age, religion, creed, marital status, national origin or ancestry, non-job related handicap or disability.

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CLASSIFIED POSITION

MAINTENANCE & DISTRICT SERVICES TECHNICIAN POSITION
(New Position - District)

260 Days – 8 Hours Daily
Class II – 7:30 AM – 3:30 PM
(Probationary, Base Rate or Appropriate Rate)

QUALIFICATIONS:

- **High School Diploma Required**
- **Primary Responsibilities Include:**
  - **Food Service Delivery**
  - **Inter-District Mail and Supply Delivery**
  - **General Building and Grounds Maintenance**
  - **Maintenance and Setup of Athletic Fields and District Facilities**
- **See Attached Job Description for Details**

The above position(s) may or may not be filled.

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HERMITAGE SCHOOL DISTRICT
Job Description

JOB TITLE: **Maintenance and District Services Technician – Class II**

REPORTS TO: **Building & Grounds Supervisor, Food Service Supervisor, Athletic Director**

TIME/HOURS: **7:30 AM – 3:30 PM / 260 Days per Year**

Position Summary

The Maintenance and District Services Technician supports the safe, efficient, and effective operation of the Hermitage School District by performing a variety of districtwide services. Primary responsibilities include food service delivery, inter-district mail and supply delivery, general building and grounds maintenance, and the maintenance and setup of athletic fields and district facilities.

Essential Duties and Responsibilities

Food Service Delivery

- Pick up, transport, and deliver food, beverages, supplies, and equipment between district buildings according to established schedules.
- Load and unload food service containers, carts, supplies, and related equipment safely.
- Coordinate with food service staff to ensure timely and accurate deliveries.
- Immediately report delivery issues, damaged equipment, spills, temperature concerns, or other food safety concerns to the appropriate supervisor.

Inter-District Mail and Supply Delivery

- Collect, sort, transport, and deliver inter-district mail, packages, records, supplies, and other materials among district buildings and offices.
- Maintain a consistent and reliable delivery schedule.
- Ensure district vehicles are secured and that transported materials are protected from damage or loss.

Building and Grounds Maintenance

- Perform routine maintenance and minor repairs involving district buildings, fixtures, equipment, and grounds.
- Assist with preventative maintenance activities and maintain accurate records of completed work.
- Perform seasonal grounds maintenance, including mowing, trimming, leaf removal, landscaping, snow removal, salting, and general exterior cleanup.
- Operate hand tools, power tools, lawn equipment, snow-removal equipment, and other maintenance machinery safely.
- Respond to urgent maintenance needs, spills, weather-related conditions, and other operational concerns as directed.

- Support custodial and maintenance operations during emergencies, special events, staff absences, or periods of increased need.

Athletic Field Maintenance and Event Setup

- Prepare, inspect, and maintain athletic fields, courts, tracks, and related facilities for practices, competitions, physical education activities, and community events.
- Mow, trim, line, drag, rake, seed, water, and repair athletic fields as needed.
- Install and remove field markings, bases, goals, nets, corner flags, benches, protective padding, and other athletic equipment.
- Identify and correct field hazards, including holes, uneven surfaces, debris, standing water, and damaged equipment.
- Assist with weather-related field preparation and determine when field conditions should be reported for further review.
- Set up and remove tables, chairs, barricades, signs, staging, equipment, waste containers, and other materials for athletic contests and district events.
- Support crowd-control, parking, facility-access, and event-readiness needs as assigned.
- Clean and restore facilities and grounds following athletic events and other district activities.
- Coordinate with coaches, athletic staff, administrators, and maintenance personnel regarding field and facility needs.

Additional Responsibilities

- Perform other related duties as assigned by the Buildings and Grounds Supervisor, Food Services Supervisor, Athletic Director, or other designated administrator.
- Will work a flexible shift schedule as needed with potential overtime.

Required Qualifications

- High school diploma or equivalent.
- Valid driver's license and an acceptable driving record.
- Ability to safely operate district vehicles, maintenance equipment, and groundskeeping machinery.
- General knowledge of building maintenance, groundskeeping, and safe work practices.
- Ability to organize work, follow schedules, and complete assigned tasks with limited supervision.
- Ability to communicate effectively and work cooperatively with others.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to successfully complete all required employment clearances, background checks, physical examinations, and testing.

Physical Requirements

The position regularly requires the employee to:

- Stand, walk, bend, stoop, kneel, crouch, reach, climb, and work in confined or elevated areas.
- Lift, carry, push, pull, load, and unload equipment, food containers, supplies, furniture, and materials.
- Routinely lift up to 50 pounds and occasionally lift heavier items with assistance or appropriate equipment.
- Operate vehicles, machinery, hand tools, and power equipment.

- Work indoors and outdoors in varying weather conditions, temperatures, noise levels, and environmental conditions.
- Work around dust, grass, pollen, cleaning products, fuels, machinery, and other materials commonly associated with maintenance and grounds operations.
- Perform repetitive physical tasks for extended periods.