

Hopkinton Public Schools

An Equal Opportunity Employer



NOTICE OF VACANCY

Job Posting # 19-47

Opening Date: October 4, 2018

Closing Date: October 12, 2018

TITLE: Maintenance Worker
TYPE OF POSITION: Full-time; 6:00 AM – 2:00 PM, Monday – Friday; salary commensurate with experience, anticipated range is \$20.19-\$22.71/hour
LOCATION: District, Hopkinton, Massachusetts
AREA OF CONSIDERATION: All qualified candidates

The **Maintenance Worker** ensures that all school district grounds and facilities are kept in good repair and working order, thereby providing the students and staff with a safe, attractive, comfortable, clean and efficient environment in which to learn, play, work, and develop. The Maintenance Worker reports to the Director of Buildings & Grounds, the Maintenance Supervisor, and the school Principals.

DUTIES

Duties include, but are not limited to:

1. Maintain in good working order all hardware and components associated with doors and windows, plumbing fixtures, valves, drains, traps, supply and waste lines;
2. Maintain the safety and integrity of all electrical supply and discharge at the point of origin to the extent permissible by Massachusetts General Laws (MGL);
3. Maintain and control within permissible limits the mechanical systems of each facility, and repair or remove and replace inoperable or damaged building components as directed;
4. Control emergency failures of building components until such time as an appropriate repair can be made;
5. Remove, replace and/or relocate building furniture and fixtures as directed;
6. In conjunction with the custodial staff, shovel, plow and/or sand snow/ice from walks, driveway, steps and other areas of public use;
7. Operate equipment in the course of maintaining the grounds with respect to grass cutting, landscaping, repair/renovation projects and such other assignments usual and customary to the maintenance of buildings and grounds;
8. Monitor and report to the Director of Buildings & Grounds any irregular condition in the operation of building components, mechanical systems, intrusion alarms, fire alarms, fire suppression equipment, communication equipment and/or any other equipment or device;
9. Maintain an orderly system of supply stock, tools and equipment and requisition through the Director of Buildings & Grounds such supplies;
10. Transport goods and supplies within and between facilities;
11. Perform such duties as are assigned in the course of an emergency response as are deemed necessary by the Director of Buildings & Grounds;
12. Other duties, as assigned.

QUALIFICATIONS

To be considered qualified for this position, candidates must have the following:

1. Physical ability to perform essential functions of the position, with or without accommodation;
2. Ability to read basic operating and use instructions, and write reports;
3. Demonstrated aptitude for the successful completion of assigned tasks;
4. Ability to operate, service and maintain power equipment and hand tools used in the course of carrying out assigned duties;
5. Such alternatives to the above qualifications as the Director of Buildings & Grounds, the school Principal or the Superintendent of Schools may find appropriate.

APPLICATION PROCEDURE

To be considered for this vacancy, please reference only job posting #19-47 and your last name (as, #19-47 Jones) in the subject line, and submit:

1. Hopkinton Public Schools application for employment (attached to the end of this vacancy announcement, and also available at the address below, and on our web site at: <http://www.hopkinton.k12.ma.us>), which should include the contact information for at least three professional references.

If preferred, current Hopkinton Public School custodial employees need only submit a letter of interest, indicating, "*Maintenance Worker*" in the subject line. The letter should outline skills, training, and experience relative to the position for which applying.

Submit the above required information to: hpsjobs@hopkinton.k12.ma.us **Please note:** this address is for application materials only. *E-mail is our preferred method of application, however, if you wish to apply by mail, please send the required items to:*

Human Resources (Job Vacancy #19-47)
Hopkinton Public Schools
89 Hayden Rowe
Hopkinton, MA 01748

Incomplete submissions will not be considered.

The Hopkinton Public School System does not discriminate on the basis of race, color, religion, national origin, age, gender, gender identification, sexual orientation, genetic information, or disability in admission to, access to, employment in, or treatment in its programs and activities. The Hopkinton Public School district is an equal opportunity employer, committed to diversity in our workplace. The school system's educational philosophy and personnel goals, including the goal of equal employment opportunity, will be considered in filling all positions.

HOPKINTON PUBLIC SCHOOLS

89 Hayden Rowe Street, Hopkinton MA 01748

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APPLICATION FOR EMPLOYMENT

Application for the position of _____

NAME

Last First Initial Social Security #

ADDRESS

Street and Number Town/City State and Zip Telephone Number (s)
 Code

APPLICABLE LICENSES

Licenses and/or Certificates-- List Types and Numbers

EDUCATION/TRAINING

SCHOOLS/ PROGRAMS	DATES ATTENDED / / to / /	GRADUATION DATE	DEGREE/MAJOR DIPLOMA/CERT.
High School ↑			
College(s) ↑			
Graduate Degrees ↑			

Certificate Program (s) ↑

WORK EXPERIENCE RELATED TO POSITION

List Current or most recent position first

POSITION	SCHOOL/COMPANY	DATES EMPLOYED / / to / /
		/ / to / /
		/ / to / /
		/ / to / /
		/ / to / /
		/ / to / /
		/ / to / /

REFERENCES

NAME*	POSITION	SCHOOL/COMPANY	TOWN	PHONE NUMBER

***IMPORTANT: Circle direct supervisors.**

APPLICANT GENERAL STATEMENT

IN YOUR OWN HANDWRITING, PLEASE PROVIDE A BRIEF STATEMENT PROVIDING ADDITIONAL INFORMATION REGARDING YOUR CANDIDACY. ADDITIONAL PAPER MAY BE USED TO COMPLETE THIS SECTION.

I hereby verify that the statements I have made in this application are true and complete. I understand that if I am hired, any false or incomplete statements in this application will be grounds for immediate discharge. And, I hereby authorize you to investigate my employment and personal history.

 APPLICANT SIGNATURE

 DATE

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