

**General Maintenance Worker  
St. Theodore Guerin High School  
Noblesville, Indiana**

The Director of Facilities is looking for a General Maintenance worker. The job of a General Maintenance Worker is to provide maintenance services as needed and/or assigned; assisting in a wide variety of maintenance activities; addressing immediate operational and/or safety concerns; assisting skilled trades, and ensuring that tools, materials and vehicles are maintained in good working order and are available when needed.

This position reports to the Director of Facilities. It is a full-time, year round, position. Workdays will generally be Monday through Friday with hours normally 3 pm to 11 pm. Days and hours may be adjusted periodically as needed to support activities occurring at the school.

**Essential Functions include:**

- Arranging furniture and equipment for the purpose of providing adequate preparations for special events.
- Assist skilled maintenance workers with projects (e.g. transporting and/or securing material, completing specific tasks, etc.) for the purpose of completing projects in a safe, efficient manner.
- Cleans school building and grounds area as needed and/or assigned for the purpose of providing an effective working/learning environment, preventing damage and/or limiting liability exposure.
- Installs system component parts, classroom and office equipment and facility components (e.g. lighting, heating and ventilating systems, alarms, plumbing, security, electrical panels, etc.) for the purpose of providing a safe and workable environment.
- Maintains assigned vehicles, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Performs a wide variety of general and semiskilled maintenance activities (e.g. carpentry, painting, electrical, etc.) for the purpose of completing projects within established time frames.
- Use specialized equipment such as blowers and mowers to perform duties

**Other Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Ability**

Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; developing effective working relations; displaying mechanical aptitude; working under time constraints; and complying with regulations.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience**

Job related experience is required

**Education**

High School diploma or equivalent

**Certificates & Licenses**

Valid Indiana Driver's License & evidence of insurability