

MASSILLON CITY SCHOOLS
EXTERNAL JOB POSTING

“We are an Equal Opportunity Employer”

Position: Head Maintenance Mechanic

Classification: Classified

Building: District

Time Schedule: 6:00 am – 2:30 pm (Hours and times may vary as needed)

Salary Rate: \$23.15 / HR

Reports to: Building & Grounds Supervisor/Designee

JOB DESCRIPTION

To perform those duties assigned which will contribute to a high level of physical operations of the Massillon City School’s properties

AREAS OF RESPONSIBILITIES

- All District Areas

ESSENTIAL FUNCTIONS:

- Performs those primary duties within the trade skill of the individual employee: i.e. plumbing, electrical, welding, and ventilating, etc.
- Supervises and participates as necessary in the general maintenance of the building and grounds
 - Supervises and participates in the repair of and/or revamping of plumbing, heating, electrical, welding, ventilating, carpentry, etc.
 - Recommends to the Assistant Superintendent/Designee – equipment to be purchased to replace worn out or obsolete equipment
 - Instructs building custodians to properly operate and fire boilers
 - Supervises and participates with periodic inspections of all mechanical equipment and recommends to the Assistant Superintendent/Designee preventative maintenance procedures
 - Fire boilers city-wide when regular fireman is absent
 - Secures necessary supplies and equipment to perform assigned duties
 - Repairs school equipment
 - Supervises and participate with emergency repairs to electrical, plumbing, heating and ventilating equipment
 - Promotes good public relations both on and off the job
 - Must be physically able to wear a respirator
- To perform other such duties as assigned by the Assistant Superintendent/Designee

OTHER DUTIES:

- Fill in for absent employees including but not limited to: Custodian, Groundskeeper, or Stadium Caretaker, etc.
- Be on call for snow removal as needed
- Keep all school vehicles clean and organized

- Report any damages of school vehicles and/or equipment to the Assistant Superintendent/Designee immediately
- Be willing to take any professional development opportunities to increase job related knowledge as assigned by the Assistant Superintendent/Designee
- Be able to set up and use a 24' or larger ladder
- Be able to work off a ladder, lift , or scaffolding

QUALIFICATIONS:

- High school diploma or General Education Diploma (GED) – proof required
- Has met Civil Service requirements
- Has valid Ohio driver's license
- Has considerable knowledge of the standard practices methods, tools and materials of the mechanical and electrical trades
- Has the ability to interpret and work from sketches, diagrams, blueprints and broken parts
- Has 3-5 years maintenance experience
- Must be in good physical condition to lift, carry, push and pull various items up to a maximum of 50 pounds
- Must be of good moral character
- Has the ability and willingness to perform required work
- Has the willingness to learn HVAC systems throughout the district
- Be able to make basic adjustments to BAS systems

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Updated 03/07/24