



## Wolverine Community Schools

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*Home of the Wildcats*

wolverineschools.org  
Phone: (231) 525-8201  
Fax: (231) 525-8251

### Part-Time Maintenance Position

**Wolverine Community Schools is looking for someone to provide part-time maintenance and grounds support for our district.**

#### **Responsibilities:**

- Provide light maintenance within district–i.e. repair walls, paint, carpet squares, unclogging toilets/sinks,
- Basic plumbing: drinking fountains, flush valves, pressure relief valves etc..
- Working with district to ensure yearly inspections happen, ie. boiler.
- Monitor boilers (contacting plumbing and heating companies when necessary for repair)
- Moving items within district
- Checking and cleaning roof drains to prevent leakages within the building
- Service exhaust fans
- Service classroom heaters (primarily lubed and filters changed)
- Circulator pumps need lubrication
- Refrigerator coil cleaning
- Other duties as assigned by administration
- Assist in snow/leaf removal at front entrances of buildings-and other small tasks related to grounds.

**Hours of Work:** regularly two 8 hour days per week, but schedule can be subject to change based on time of year and tasks needing attention.

**Reports to:** school administration

#### **Desirable Qualities:**

- A pleasant demeanor, willing to work with a variety of people within the district
- A problem solver–using initiative to find things that could be improved, even if not requested by administration/the school district.

**Rate of Pay:** \$20.00 per hour

**Benefits:** state retirement.

**How to Apply:** Send letter of interest and/or a resume to Matthew Baughman: [mbaughman@wolverineschools.org](mailto:mbaughman@wolverineschools.org) with the subject: "Maintenance Position" or drop letter/resume off at the Wolverine Elementary School. Interviews will occur asap as the position is currently open.