

## Alpena-Montmorency-Alcona ESD

### Job Posting

#### Custodian/Maintenance

The Custodian/Maintenance shall provide general maintenance and cleaning of the grounds/buildings and vehicles of Pied Piper School.

- Maintains the appearance and safety of the building which includes ensuring proper functioning of HVAC, plumbing and mechanical systems.
- Order and maintains inventory of supplies.
- Performs required AHERA logs and inspections.
- Assists in preparing RFP's.
- Assembles and makes minor repairs to equipment and facilities (both Pied Piper and the AMA ESD office building).
- Facilitate repairs with contractors and make recommendations to administration.
- Helps load, unload and move supplies and equipment.
- Completes facilities safety inspection report with support of administration.
- Informs administration of problems and concerns relating to facilities.
- Sweeps, shovels and snow blows snow from steps, sidewalks and entrances. Salt icy steps and walkways as necessary. Communicate with snow removal company.
- Maintains landscaping and mowing.
- Maintains facilities and equipment so they are safe, clean and sanitary which may include cleanup of bodily fluids.
- Assist administration with fire, tornado, and security drills.
- Maintains Chemical Right to Know Manual (including MSDS) as necessary.
- Completes and maintains records as required.
- Implement preventative maintenance program.
- Take vehicles in for maintenance.
- Assist with students as needed.
- Ability to work independently.
- Performing other duties as assigned by supervisor.

Must possess a high school diploma or GED. College, trade school and experience preferred.

See full job description and apply at <http://www.amaesd.org/Job-Opportunities.asp>.

AMA ESD is an equal employment opportunity/equal educational opportunity agency. The district does not discriminate in its hiring practices.