



# LAWTON COMMUNITY SCHOOLS

## NOTICE OF VACANCY

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Position:	Grounds / Maintenance / Bus Driver
Reports to:	Director of Operations
Classification:	Grounds / Maintenance / Bus Driver
Hours:	7:00 – 3:30 pm. May be flexible. Monday-Friday and may work some weekends for event cleaning. Hours may vary on non-student days.
Wage:	Maintenance/Grounds: \$11.48-\$15.87 per hour. Bus Driver: \$17.87-\$23.92 per hour. Per LESPA Master Agreement 2018-2021 and pending contract negotiations Monthly Cash-in-lieu Stipend - \$375
Starting Date:	ASAP
Job Goal:	To keep the physical plant properly maintained and in order to provide an attractive learning environment and to provide student transportation when called upon

### **QUALIFICATIONS:**

1. Ability to read and write - High school diploma or equivalent
2. Evidence of skills and care in operation and maintenance of equipment
3. Evidence of good and appropriate communication and interpersonal skills
4. Must be dependable and responsible
5. Must be able to lift up to 50 pounds generally and 80 pounds occasionally
6. Must be able to pass the employer's D.O.T. physical
7. Must be able to greet the public in an appropriate manner and assist them as needed
8. Evidence of grounds and maintenance skills
9. Must help on custodial operations as needed
10. Such alternatives to the above that the Director of Operations may find appropriate and acceptable

### **PERFORMANCE RESPONSIBILITIES:**

1. Check boilers and mechanical rooms daily
2. Mow, weed, trim and perform snow removal as needed or directed
3. Appropriately mark game fields
4. Maintain grounds and air handling equipment
5. Make routine minor repairs of mechanical and electrical equipment
6. Transport supplies and mail as needed, and maintain inventory
7. Help set up for events as needed
8. Keep boiler room and maintenance shop areas organized and clean
9. Maintain heating and cooling system as directed
10. Notify the Director of Operations when major repairs are needed
11. Assist in supervision of student volunteers when assigned
12. Make cosmetic repairs such as painting and plastering to the building as needed or directed
13. Secure the maintenance building each night before leaving
14. Provide custodial assistance for evening activities in the building
15. Assist building employees when necessary or directed
16. Willing to attend educational courses to improve skills paid by LCS
17. Complete minor welding tasks
18. Drive fork truck, loader, gang mower when needed
19. Other tasks as assigned
20. Obtain and/or maintain a commercial driver's license with the bus and air brake endorsements (license fees reimbursed upon successful completion, training provided by district), to drive a bus on student days and athletic/educational trips as necessary.

Anyone that is interested in the above position, please contact Mr. Jim Turner, Operations Director, in writing at [jturner@lawtoncs.org](mailto:jturner@lawtoncs.org).

Posting Approved: 5/6/21