

## **MOP Co-Op General Facilities Maintenance**

### **DESCRIPTION:**

Employment as a General Facilities Maintenance worker for multiple districts within the Mecosta-Osceola ISD for the purpose of maintaining facilities for students, staff and public in a safe operating condition.

### **REQUIREMENTS:**

High school diploma or GED. Valid Michigan driver's license. Proven facilities maintenance. Lift a minimum of 50 pounds and occasionally up to 100 pounds. Sit, walk, lift, push, pull, bend, climb and crawl. Stand for most of shift. Work on ladders, scaffolds, electric lifts, roofs and elevated surfaces.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Plumbing:
  - a. Repair sloan-type flush valves
  - b. Unplug drains – interior and exterior
  - c. Repair faucets
2. Electrical:
  - a. Change fluorescent lamp ballasts
  - b. Replace light switches, receptacles and lamps
3. Carpentry:
  - a. Door and window repairs
  - b. Adjust door closers and related hardware
  - c. Panic devices – removable mullions
  - d. Screen repair
  - e. Locker repairs
  - f. Hang shelves, cabinets, and window blinds
4. Clean room sumps
5. Make repairs to PA and/or scoreboard system wiring
6. Assemble furniture and equipment for the purpose of providing items in working condition.
7. Repair various items, systems and/or components for the purpose of ensuring that items are available and in safe working condition.
8. Paint using roller and brush.
9. Line athletic fields.
10. Use basic hand tools.
11. Use power equipment: drill, saws, grinders, augers, pumps, etc.
12. Present a daily record of work accomplished.