



EAST JACKSON COMMUNITY SCHOOLS
OFFICE OF THE SUPERINTENDENT

Stephen Doerr
Superintendent

1404 N. Sutton Road

Jackson, Michigan 49202

(517) 764-2090
FAX (517) 764-6033

JOB POSTING
May 10, 2023

- Job Title:** Maintenance/ Utility
- Hours of Work:** Full time position. Working hours as assigned.
- Starting Date:** Immediately
- Starting Pay:** \$19.71 minimum per hour
- Knowledge & Skills:**
- General maintenance on equipment
 - Perform general grounds maintenance
 - Set up and maintain athletic fields

Please refer to job description for details.

Application Deadline: May 24, 2023 or until filled.

Apply Internally – Please send a letter of intent to Randy Wilkinson.

Apply Externally – Visit our website at www.eastjacksonschools.org to download and print the 4-page application. Send your completed application, and any other application materials via one of the following options.

Digital submission: Please submit application and any other application materials as **one** PDF attachment to East Jackson Maintenance Supervisor, Randy Wilkinson at randy.wilkinson@eastjacksonschools.org

Mailed submission: Please mail applications and all necessary materials as follows.

Contact: Randy Wilkinson
East Jackson Community Schools
1404 N. Sutton Road
Jackson, MI 49202



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East Jackson Community Schools

Utility Job Description

Characteristics of Classification:

1. Under general supervision of the Supervisor of Maintenance.
2. Helps perform work in grounds maintenance, hauling, and handling of materials and supplies; may work in or out of buildings when required.
3. Personally performs work in connection with the sweeping and cleaning of buildings and adjacent areas.
4. Helps perform work in repair and maintenance of buildings or automotive equipment.
5. Shall operate trucks, tractors, mowers, and other equipment in performance of work.
6. Does related work as required.

Examples of Duties:

1. Mows lawns, helps move and install bleachers, operates motorized equipment for snow removal, delivery of materials and supplies.
2. Assists Maintenance Mechanic and Automotive Mechanic.
3. Assists in upkeep of athletic field.
4. Does repair in blacktop driveways and parking lots.
5. Other duties as directed by Supervisors of Maintenance, Custodial, or Transportation Services.

Knowledge, Skill and Personal Qualities:

1. Working knowledge of trees, shrubs, and lawns.
2. Ability to operate various kinds of automotive equipment.
3. Ability to withstand exposure to various weather conditions.
4. Ability to follow written and oral instructions.
5. General knowledge of building and automotive maintenance.
6. Good physical condition, pleasing personality, and good judgment.
7. Ability to maintain successful working relations with supervisor, certificated and non-certificated personnel, and the public.

Responsibility:

1. The Utility Person is directly responsible to the Supervisor of Maintenance.

Licenses, Certificates & Special Requirements:

1. Possess a valid Michigan driver's license.
2. Ability to obtain CDL certification within 90 working days.
3. Successful completion of a background check.



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