

# Carlinville Community Unit School District # 1

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## **Administrative Office**

829 West Main Street  
Carlinville, IL 62626  
<http://www.cusd1.com>

## **Superintendent**

Dr. Becky Schuchman  
Phone 217-854-9823  
Fax 217-854-2777

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## **JOB POSTING**

Carlinville CUSD#1 is seeking applicants for the position of Maintenance Mechanic for the District. This is a twelve-month position that works directly with the facilitates and maintenance supervisor.

Carlinville CUSD #1 is looking for an individual with the following characteristics and skills:

- Strong knowledge and expertise in the basic techniques of: electrical repair, maintenance, carpentry, grounds, plumbing, HVAC, and safety;
- Ability to perform work from blueprints, plans and specifications with little or no direct supervision;
- Ability to communicate effectively;
- Licensed to drive a car, pickup truck and other vehicles as required;
- Ability to prioritize multiple tasks;
- Ability to establish and maintain professional and effective working relationships with others;
- Ability to successfully complete tasks independently;
- Interpret instructions provided in written, oral, diagram and schedule form;
- Ability to calculate figures and amounts such as proportions, percentages, area, circumference and volume;
- Experience working in similar position;
- Conform to District policy regarding attendance and absences. Employee attendance must be consistent and regular to successfully perform the above listed essential job functions.

The maintenance mechanic duties will include, but not be limited to:

- Implements preventive maintenance for the district;
- Properly maintain, use and care for chemicals, tools, equipment, etc.;
- Complete projects related to building and grounds maintenance/building;
- Participate in safety trainings (equipment, work practices, chemicals, etc.) for maintenance and custodial crews;
- Adhere to compliance regulations related to (O.S.H.A., A.D.A., HAZ-MAT, playground equipment safety, gas operations, fire code compliance, asbestos, etc.)
- Monitor all operational systems within the district;

“Carlinville CUSD#1 will provide a comprehensive educational program for all students in a safe environment supporting and inspiring learners of today, while fostering global leaders of tomorrow.”

- Perform appropriate maintenance;
- Perform custodial work inside and outside throughout the district;
- Coordinate projects with all staff;
- Work collaboratively with all team members
- Perform other duties as assigned.

Position is currently vacant. Interested applicants should send a letter of application to Jon Klaus, Facilities and Maintenance Supervisor, 829 West Main, Carlinville, IL 62626. This position will remain posted until the position is filled. Carlinville CUSD#1 is an equal opportunity employer and does not discriminate against applicants on the basis of age, sex, religious affiliation, national origin, race, color, or creed.