



Notice of Vacancy

South Lyon Community Schools
345 South Warren
South Lyon, MI 48178

PLEASE POST!
Internal/External

POSITION: Combined Roving Building Engineer and Groundsperson

LOCATION: District Wide

**RESPONSIBILITIES
GENERAL DUTIES:** See Attachments

**TERMS OF
EMPLOYMENT:** Hours 8:00 a.m. - 4:30 p.m.
Monday - Friday (Year-Round Position)
(Hours may vary as determined by the Manager of
Facilities & Grounds)
March-June this position will be approximately 30 hours per
week as a Groundsperson and 10 hours per week as a Building
Engineer. September -February this position will typically be 40
hours per week as a Building Engineer.

**RATE OF PAY
AND FRINGES:** Per Master Agreement
**This position will be paid as a Groundsperson for hours
worked as a Groundsperson and this position will be paid as a
Building Engineer for hours worked as a Building
Engineer.**

BEGINNING DATE: As soon feasible

**DEADLINE FOR
APPLICATION:** Internal: Friday, November 4, 2022
External: Until Filled

APPLICATION: Submit letter of interest directly to:
Chris Bullinger, Director of Facilities & Grounds
Griswold Operations Center
bullingerc@sles.us
(248) 573-8920

DATE OF POSTING: October 28, 2022

**Grounds Person Job Description
South Lyon Community Schools**

QUALIFICATIONS:

1. Must be a high school graduate; ability to read, write, and follow directions.
2. Ability to add, subtract, multiply and divide all units of measure; to perform these four operations together with common decimal fractions.
3. Minimum of two years experience, either full time or part time in general grounds/lawn care maintenance.
4. Must have a valid Michigan, unrestricted, drivers license at hiring and maintain it throughout employment.
5. Must pass a physical exam.
6. Must be able to operate power equipment, e.g. tractors, riding mowers, chain saws, spray equipment, fertilizer spreaders, field markers, snow removal equipment, bench grinders, hand tools, pneumatic tools, etc...
7. Shall demonstrate considerable knowledge with the use and proper care of commercial lawn care and landscape equipment to ensure the safe operation of equipment.
8. Ability to climb ladders and work at a height of 20 feet, in order to maintain site equipment. (e.g. painting dugouts, replacing scoreboard light bulbs).
9. Shall demonstrate ability to work with and communicate effectively with others.
10. Must be capable of working independently.
11. Ability to prioritize multiple tasks.
12. Must pass criminal history background check.
13. Must have good attendance record.
14. Must have neat work habits.
15. Ability to get along with students, staff and general public.

REPORTS TO: Manager of Facilities and Grounds or Director of Operations

GENERAL DUTIES:

1. Maintain all sites using various grounds maintenance equipment. Pick-up litter, prune and trim shrubs, cut grass, groom athletic fields, mark lines for athletic fields, fertilize lawns and shrubs, paint curbs and asphalt, maintain asphalt and concrete surfaces, install signs, repair site equipment including playground structures, operate snow removal and salting equipment, move furniture and materials, assist building engineer or others as directed, and perform any other assigned task normally completed by the grounds personnel.
2. Inspect the overall condition of all school district grounds, site equipment, and grounds maintenance equipment, and report to the Grounds Supervisor any problems that need to be addressed.
3. Perform routine preventative maintenance tasks on equipment as assigned.
4. Must use appropriate safety equipment when necessary (i.e. hearing protection, eye protection, hardhats, chemical gloves and leather gloves).
5. Obtain certification in herbicide/pesticide application if required.
6. Must obtain a Chauffer's license if required.
7. Heavy lifting will be required i.e. 80 pounds or more, e.g. salt bags, trash containers, furniture items, etc...
8. Load /unload and use trailers to move equipment throughout the district.
9. Attend training seminars as requested.
10. Inventory materials/equipment, keep records and document assigned work.
11. Must work overtime as required.
12. Perform other duties as assigned.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL

REQUIREMENTS:

Heavy Work: Exerting 50 to 80 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

LANGUAGE

ABILITY:

Read: Ability to use a passive vocabulary of 5-6,000 words; to read illustrated manuals, looking up unfamiliar words in a dictionary for meaning, spelling, and pronunciation; to read instructions for simple assembly.

Write: Ability to write in a manner that is both legible and understandable to others.

MOTOR

COORDINATION:

Ability to coordinate eyes and hands in using tools to position, adjust, and tighten parts to operate motor vehicles such as automobiles and trucks.

COLOR

DISCRIMINATION:

Ability to match and sort items based on color; to distinguish between different colors.

ATTENTION TO

DETAIL:

Attaining precise set limits, tolerances and standards: Involving Design and Development, adhering to and achieving exact levels of performance, using precision measuring instruments, tools and machines to attain precise dimensions; preparing exact verbal and numerical records, and complying with precise instruments and specifications for materials, methods, procedures, and techniques to attain specific standards.

TYPES OF PHYSICAL

DEMANDS:

1. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like using feet and legs or hands and arms.
Occasionally - Activity exists up to 1/3 of the time
2. Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or moving surfaces.
Occasionally - Activity exists up to 1/3 of the time
3. Stooping: Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles.
Frequently - Activity exists up to 1/3 to 2/3 of the time.

4. Kneeling: Bending legs at knee to come to a rest on knee or knees.
Describes in terms of duration.
Frequently - Activity exists up to 1/3 to 2/3 of the time
5. Crouching: Bending the body downward and forward by bending legs and spine. Described in terms of duration.
Frequently - Activity exists up to 1/3 to 2/3 of the time
6. Reaching: Extending hand(s) and arm(s) in any direction.
Frequently - Activity exists up to 1/3 to 2/3 of the time
7. Fingering: Pinching, picking, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
Frequently - Activity exists up to 1/3 to 2/3 of the time
8. Hearing: Perceiving the nature of sound by ear.
Occasionally - Activity exists up to 1/3 of the time

**ENVIRONMENTAL
ADAPTABILITY:**

1. Noise: The noise intensity level to which the worker is exposed in the job environment.
Level - Moderate
2. Exposure to Electrical Shock: Exposure to possible bodily injury from electrical shock.

South Lyon Community Schools
Job Description
Building Engineer

- QUALIFICATIONS:**
1. Must have a valid Michigan, unrestricted, driver's license
 2. Must pass physical exam
 3. Shall demonstrate repetitive ability to lift 80 pounds or more
 4. Must hold high school diploma
 5. Must be bondable
 6. Shall demonstrate ability to work and communicate effectively with others
 7. Must be capable of working independently
 8. Prefer knowledge of basic inventory control
 9. Ability to climb ladders
 10. Must possess computer skills
 11. Successfully complete a skills assessment evaluation relative to building maintenance and mechanical aptitude

REPORTS TO: Manager of Facilities and Grounds

- GENERAL DUTIES:**
1. Perform routine maintenance and operations to keep building safe and ready for staff and students
 2. Unlock building
 3. Repair/replace various electrical, mechanical and other equipment as requested by maintenance work request
 4. Unclog drains and toilets, and repair leaks throughout the building using proper tools
 5. Perform routine cleanup of bodily fluids when required during normal working hours
 6. Obtain pool operator certification if required

- MINIMUM TRAINING AND EXPERIENCE:**
1. Shall have demonstrated experience in building and grounds maintenance, carpentry, masonry, electrical, plumbing and HVAC
 2. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations
 3. Ability to add, subtract, multiply, and divide all units of measure; to perform the four operations with like or common decimal fractions; perform arithmetic operations involving all American monetary units

- ESSENTIAL JOB:**
1. Inspects school on daily basis to ascertain conditions of plumbing and

electrical equipment

2. Inspects overall condition of school and reports via school dude to Manger of Facilities and Grounds any repairs which need to be made
3. Provides daily replacement of lamps and ballasts where required
4. Unclog drains and toilets throughout the school using proper tools
5. Clean roof top condensers and exhaust fans and notifies supervisor of conditions
6. Changes various filters throughout the school
7. Perform preventative maintenance on various equipment associated with the daily operation of school building
8. Perform all repair including drywall and block replacement and painting to match
9. Perform locker maintenance and repair including combination and locker door replacement

ADDITIONAL JOB FUNCTIONS:

1. Must be versatile and able to assist other building engineers with projects when needed
2. Attend training programs and team meetings as requested
3. Shall assist maintenance supervisor with analyzing building cost via providing cost status on work orders
4. Observe all safety procedures in accordance with MIOSHA standards when operating or working on equipment, (i.e. lock-out tag-out)
5. Perform all other duties as assigned by the Manager of Facilities and Maintenance and principal

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSESNTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS:

1. Medium Work: Exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force constantly to move objects. Physical demands are in excess of those for Light Work
2. Read: Ability to use a passive vocabulary of 5-6,000 words; to read illustrated manuals, looking up unfamiliar words in a dictionary for meaning, spelling and pronunciation; to read instructions for simple assembly
3. Write: Ability to write in a manner that is both legible and understandable to others
4. Ability to coordinate eyes and hands in using tools to position adjust, and tighten parts to operate motor vehicle such as automobiles and trucks

COLOR DISCRIMINATION:	Ability to match and sort items based on color; to distinguish between different colors
ATTENTION TO DETAIL:	Attaining precise set limits, tolerances and standards: Involving adhering to and achieving exact levels of performance, using precision measuring instruments, tools and machines to attain precise dimensions; preparing exact verbal and numerical records, and complying with precise instruments and specifications for material, methods, procedures, and techniques to attain specific standards
TYPES OF PHYSICAL DEMANDS:	<ol style="list-style-type: none">1. Climbing: Ascending or descending ladder, stairs, scaffolding, ramps, poles, and the like using feet and legs or hands and arms Occasionally - Activity exists up to 1/3 of the time.2. Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or moving surfaces. Occasionally - Activity exists up to 1/3 of the time.3. Stooping: Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles. Frequently - Activity exists up to 1/3 to 2/3 of the time.4. Kneeling: Bending legs at knee to come to a rest on knee or knees Describe in terms of duration. Frequently - Activity exists up to 1/3 to 2/3 of the time.5. Crouching: Bending the body downward and forward by bending legs and spine. Described in terms of duration. Frequently - Activity exists up to 1/3 to 2/3 of the time.6. Reaching: Extending hand(s) and arms(s) in any direction. Frequently- Activity exists up to 1/3 to 2/3 of the time.7. Fingering: Pinching, picking, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling. Frequently-Activity exists up to 1/3 to 2/3 of the time.8. Hearing: Perceiving the nature of sound by ear. Occasionally - Activity exists up to 1/3 of the time.
ENVIRONMENTAL ADAPTABILITY:	<ol style="list-style-type: none">1. Noise: The noise intensity level to which the worker is exposed in the job environment Level - Moderate2. Exposure to Electrical Shock: Exposure to possible bodily injury from electrical shock