



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

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<b>Position Title:</b>	Facility Service Person	<b>Location:</b>	District Wide
<b>Reports To:</b>	Maintenance Supervisor	<b>Supervises:</b>	None
<b>Classification:</b>	Support	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Non-Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	261 days / 12 months	<b>Salary:</b>	See <a href="http://lhUSD.org">lhUSD.org</a> website

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### Education and Experience Requirements

High school diploma or equivalent. A minimum of five years experience and knowledge of skills necessary to perform in all areas of Facility Service or related areas is desired.

### Certificates and Licensure Requirements

IVP fingerprint clearance card through AZ Department of Public Safety, EPA Clean Air Section 608 Refrigerant Handling Universal License preferred

### Summary

Perform facility service activities on the buildings and grounds at the district complex.

### Qualifications

- Ability to communicate effectively, orally and in writing
- Ability to work effectively without direct supervision
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations

### Responsibilities and Requirements

#### SAFETY

- Responsible for conducting inspections on grounds, buildings, equipment and reporting their condition.
- Responsible for informing the Maintenance Supervisor of unsafe equipment or situations.
- Responsible for performing work in a safe fashion, while maintaining a neat and orderly work area.
- Responsible for supplying monthly reports on grounds, building conditions, and status.

#### CUSTODIAL

- Responsible for daily cleanup of the facility including trash and other refuse generated at the facilities.
- Responsible for early morning building and ground security.
- Responsible for set up, clean up, and arrangement of furniture for special events.

#### BUILDING/GROUNDS

- Responsible for routine grounds keeping to include inspecting and minor repairing of watering/plumbing systems.
- Responsible for routing maintenance and repair of all toilets, faucets, drains, and sprinklers.
- Responsible for mowing, edging, and clean-up including trash around facility.
- Responsible for tree and bush trimming and pruning as needed.
- Responsible for routine investigation and repair of the buildings such as door repair, lock repair, and painting.
- Responsible for HVAC filter changes monthly and changing fan belts for HVAC package units as needed
- Responsible for routine maintenance and repairing of electrical systems to include ballasts, bulbs, switches, and receptacles.
- Responsible for routine maintenance and upkeep of custodial or maintenance equipment.
- Responsible for maintaining an accurate and complete history, including all preventative and corrective maintenance data.

#### INVENTORY AND CONTROL

- Responsible for selecting and demonstrating proper use and storage of materials and tools that are best suited to expedite completion of assigned jobs.
- Responsible for submitting reports and inventories as required.

#### MAINTENANCE TEAM

- Responsible for working in cooperation with other District personnel with regard to the conduct of activities in this function.
- Responsible for good interpersonal relations with staff and members of the community.

#### PROFESSIONAL GROWTH

- Responsible for pursuing personal and professional growth and development.



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### TOOLS

- Responsible for requisitioning supplies as needed and stocking custodial rooms and carts
- Responsible for cleanliness of tools and making sure they are in correct working order.
- Make sure tools are inventoried.

### OTHER

- Responsible for raising and lowering flags daily
- Responsible for performing other duties as assigned by the Maintenance Supervisor
- May be called after hours or weekends in the event of an emergency
- Responsible for checking emails daily
- Responsible for printing out daily work orders

### Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 50 pounds.
- Bends, stoops, lifts, climbs.
- Climbs to various heights and works in confined spaces
- Operates large and small power driven machinery such as vacuum, sweeper buffer or other similar equipment.

### EEOC

*Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.*

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.