



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Facility Service Person	Location:	School Site
Reports To:	Principal	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	261 days / 12 months	Salary:	See lhusd.org website

Education and Experience Requirements

High school diploma or equivalent. A minimum of five years of 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

Summary

Perform facility service activities on the buildings and grounds at their facility

Qualifications

- Person must validate qualifications through FSP testing
- 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 Building Principal and/or maintenance department 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 building and grounds conditions

CUSTODIAL

- Responsible for early morning building and ground safety
- Responsible for physical set-up of lunch room as directed
- Responsible for routine cleaning of the facility
- Responsible for requisitioning supplies as needed and stocking custodial rooms and carts

BUILDING/GROUNDS

- Responsible for routine maintenance and repair of all electrical, plumbing, and H.V.A.C. systems
- Responsible for routine grounds keeping
- Responsible for routine maintenance and repair of the buildings
- Responsible for routine maintenance and upkeep of custodial and maintenance equipment

TOOLS

- Responsible for cleanliness of tools and making sure they are in correct working order
- Responsible for the inventory and stocking of tools
- Responsible for making sure all tools and stock parts are inventoried

OTHER

- Responsible for selecting and demonstrating proper use and storage of materials and tools
- Responsible for maintaining accurate records and submitting reports and inventories required
- Responsible for good interpersonal relations with staff and members of the community
- Responsible for pursuing personal and professional growth and development
- Responsible for raising and lowering flags daily
- Responsible for placement, removal, and storage of street crossing equipment
- Responsible for performing those duties which protect the health and safety of students and employees



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

- Responsible for performing other duties as assigned by the Building Principal or 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
- Bending, stooping, lifting, climbing
- Climbing to various heights and works in confined spaces
- Operating large and small power driven machinery such as vacuum, sweeper buffer or other similar equipment

Other Information:

- Must be able to pass a fingerprint clearance and background check

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.

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.