

# COVERT PUBLIC SCHOOLS

35323 M-140 HIGHWAY  
COVERT, MICHIGAN 49043



*Vision - Covert Public Schools empowers diverse students to achieve, innovate, and lead in our global community.  
Mission - Help students construct knowledge; using research based strategies in a safe supported environment that nurtures innovators and problem solvers to develop practical skills, scientific knowledge and entrepreneurship to meet global challenges.*

**Title:** Custodial/Utility Aide  
(Will work in multiple SEIU job classifications)

**Reports To:** Transportation/Maintenance Supervisor

**Salary:** \$14.47 per hour

**Employment Status:** Full Time

## **General Purpose:**

Assist the transportation & maintenance supervisor in maintaining the building(s),

## **Assist maintenance supervisor and must be able to perform the following duties:**

- Perform general repairs and maintenance on equipment and supplies based on direction from the supervisor.
- Test fire extinguishers weekly and monthly as required by state and federal regulations.
- Keep designated rooms (i.e., boiler, maintenance shop, auto shop, garages) clean and orderly.
- Monthly check on all emergency lights to ensure that they are functional. If in disrepair, take the unit down and bring it to the shop and repair and rehang and test to ensure we are compliant.
- Know and follow established safety rules, policies, and procedures of the maintenance department.
- Must be able to lift a minimum of 75 lbs.
- Maintain the building in good repair and keep free of hazards such as those caused by fire – clean clutter and organize furniture based on supervisor's direction.
- Perform monthly maintenance checks of the building, grounds, and facilities.
- Perform routine maintenance and repair work, such as painting, minor carpentry, repair work, changing light bulbs, and various other routine maintenance tasks.
- Participate in fire safety program and fire drills.
- Perform duties of washing windows and screens outside of building as assigned by supervisor.
- Pick up work order requests daily and establish work priority.
- Maintain work records and schedules for daily, weekly, monthly, quarterly, semi-annual, and annual preventative maintenance.
- Performs daily custodial functions as assigned by the Supervisor.

## **Other Duties:**

- Keep required records and submit to maintenance/transportation when required.
- Cooperate with and support other department supervisors and employees.
- Attend in-service education programs in order to meet facility educational requirements.
- Be familiar with Standard Precautions, Exposure Control Plan, Fire Drill & Evacuation Procedures and know how to use the information.
- SERVESAFE Certification – will help transport heavy stock within Food Services

- Transportation – will have the minimum of a chauffeur’s license while working towards receiving the proper certifications and endorsements within the transportation department to sub as needed.

### **Minimum Qualifications**

- Organized and detailed in work performance.
- Good communication skills with excellent self-discipline and patience.
- Perform work tasks within the physical demand requirements as outlined below.
- Perform essential duties as outlined above.

### **POSITION QUALIFICATIONS**

**Accountability** - Ability to accept responsibility and account for his/her actions.

**Accuracy** - Ability to perform work accurately and thoroughly.

**Detail Oriented** - Ability to pay attention to the minute details of a project or task.

**Organized** - Possessing the trait of being organized or following a systematic method of performing a task.

**Reliability** - The trait of being dependable and trustworthy with demonstrated outstanding attendance record.

**Responsible** - Ability to be held accountable or answerable for one’s conduct.

**Safety Awareness** - Ability to identify and correct conditions that affect employee safety.

**Customer/ Staff Focused** - Ability to take care of the customers’/staffs needs while following the district’s procedures.

**Friendly** - Ability to exhibit a cheerful demeanor toward others and accept and model the “Capturing Kids’ Hearts” Social Contract that is currently in place.

**Diversity Oriented** - Ability to work effectively with all people regardless of their age, gender, race, ethnicity, religion, or job type.

**Education:** High School Graduate

All interested persons please submit resume to:

Covert Public Schools

Attn: Mr. Darryl K. Williams, [williamsd@covertps.org](mailto:williamsd@covertps.org)

35323 M-140 Highway

Covert, MI 49043

<http://www.covertps.org>

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Dr. Bobbi Morehead, Superintendent

Posted:

Posting End Date: Until Filled