



## **Notice of Anticipated Vacancy – Maintenance Mechanic**

**Reports to:** Director of Facilities and Operations

**Primary Function:** Maintains the physical plants, grounds, and related equipment of the school corporation. Installs instructional and operational equipment provided by the corporation.

### **Essential Functions:**

- Performs various maintenance tasks in the Corporation.
- Performs general labor inside and outside the physical plant such as moving equipment and supplies, operating power-driven equipment, truck driving, roofing, mowing, and painting.
- Performs general labor inside the physical plant such as ceiling, roof, electrical, plumbing, concrete, masonry, glazing, insulation, HVAC, small equipment installation and/or repairs.
- Communicates and advises supervisor on the condition and needs of the physical plant.
- Contacts vendors to secure quotes and bids on projects as needed.
- Performs special projects and other duties as assigned.
- Performs a wide variety of repair and maintenance tasks assigned which involve work in all categories described herein (General Maintenance, Carpentry, Electricity and Electronics, HVAC, Refrigeration and Plumbing).
  - General Maintenance: Block and brick work, caulking, concrete work, doors and hardware, equipment installation, equipment repair, fencing, floor coverings, glazing, roofing, sheet metal, and wall coverings.
  - Carpentry: Work associated with the construction, erection, installation, or repair of structures and fixtures of wood, plywood, wallboard, and drywall. Also includes plastering and ceilings.
  - Electricity and Electronics: Work associated with the installation and repair of wiring, electrical fixtures, electronic equipment, apparatus, and control equipment.
  - HVAC and Refrigeration: Work associated with the installation, maintenance, and repair of heating, ventilating, air conditioning, and refrigeration equipment.
  - Plumbing: Work associated with the fabrication, assembly, installation, and maintenance of piping systems, and the installation and repair of pipes, fittings, and fixtures of heating, water, and drainage systems.

- Follows established and generally recognized safety procedures.
- Follows corporation, local, state, and federal regulations, rules, procedures, and/or laws pertaining to the handling of toxic and/or hazardous materials.
- Records work orders assigned, service calls completed, and preventive maintenance tasks using formats provided by the corporation.
- Receives material and inventories and stocks same until required for project.
- Disposes of waste and/or restocks materials purchased for but not used on projects or repairs.
- Maintains a clean and safe work area during and after performing a maintenance task.
- Maintains tools and equipment in clean, safe, and neat order.
- Maintain regular attendance
- Performs other duties as assigned by supervision.
- Responsible for snow removal during and after inclement weather

**Minimum Qualifications/Requirements:**

- High school diploma, training specific to maintenance work preferred. ▪ Prior work experience in a related field.
- Ability to effectively communicate, writes routine reports and correspondence, and interprets documents such as operating procedures and safety rules.
- Ability to speak effectively before small groups of corporation employees.
- Demonstrated good work habits, including attendance, punctuality and grooming.
- Ability to use technology to perform tasks as needed.
- Ability to work independently and in a collaborative environment.
- To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - Education and/or Experience: Post-secondary training in HVAC and Refrigeration, electricity, industrial technology and construction. Minimum of three (3) years' experience in facilities maintenance and care.
  - Language Skills: Ability to read, write, and interpret documents such as safety rules, blueprints, operating, and maintenance instructions, directions for use, schematic drawings, procedure manuals, and schedules. Ability to understand and generate written explanations, work orders, checklists, and compliance documents. Ability to speak effectively to individuals and small groups in relaying verbal instructions or concerns.
  - Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply ratio, proportion, and percent concepts.
  - Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule, or diagram form. Ability to establish priority ordering of tasks necessary to complete an assignment and

convey these understandings and priorities to others. Ability to apply estimation skills.

- Other skills and abilities: The employee will be able to use and instruct others in the use of machines, tools, equipment, and work aids (including computers and calculators) which may be representative, but not all inclusive, of those commonly associated with maintenance work. The employee must have a valid driver's license.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- While performing the duties of this job, the employee is regularly required to sit, to stand, to walk, to go up and down steps, to climb ladders, to carry objects, to operate foot and hand controls, to reach above the head, and to bend and reach below the waist.
- The employee must frequently lift and/or move up to fifty (50) pounds. Occasionally, the employee must lift and/or move up to eighty (80) or more pounds.
- Some of the work performed by the employee will be done outdoors throughout the course of the year.
- Some of the work performed by the employee will be done on the roofs of buildings. The employee will be required to work in both heat and cold extremes as well as during inclement conditions.

**Salary Range:** negotiable, based on experience

Applications will be accepted until position is filled. Applicants for the position must submit a resume and cover letter to: Chris Coffey, Director of Facilities and Operations, 502 Little League Blvd, Clarksville, IN 47129 or [ccoffey@clarksvilleschools.org](mailto:ccoffey@clarksvilleschools.org).

Date: December 29, 2025

*It is the policy of the Clarksville Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, limited English proficiency, age or handicapping conditions in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and Title VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).*