

West Central School Corporation

1850 S. US 421
P.O. Box 578
Francesville, IN 47946

“Encourage Every Student Every Day” *Engage *Empower *Educate

Phone 219-567-9161

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Job Posting: Assistant Director of Maintenance

Date: 1/10/2022

Position: Assistant Director of Maintenance

Status: Full-time hourly with benefits

Start Date: 1/23/2022 or soon thereafter

Location: West Central School Corporation

Summary: Responsible for maintenance and upkeep of West Central schools working under the supervision of the Maintenance Director

Responsibilities Include:

- Inspects building daily; checks equipment
- Reports mechanical systems malfunctions and needed repairs
- Performs daily, weekly, and/or monthly preventative maintenance
- Maintains maintenance records of all equipment and machines
- Submits employee time sheets
- Orders and maintains adequate stock of custodial supplies and equipment
- Care of grounds: seeding, spraying, mowing, fertilizing, snow removal, etc.
- Provides reports on building operation
- Answers security alarm calls
- Opens building each workday morning
- Arranges for custodial coverage of building rentals
- Maintenance of complete corporation facilities
- Completes small construction projects
- Has or willing to obtain a CDL with a school bus endorsement
- Other duties as assigned or required

Interested parties should complete the application process found on West Central's website. <http://www.wcsc.k12.in.us/wcsc/info/job-postings>

Questions can be directed to:

Dan Zylstra, Superintendent

dzylstra@wcsc.k12.in.us

219-567-9161 ext. 1602