



## Maplewood Richmond Heights School District

2650 S Hanley Road Suite #300 Manchester Road  
St. Louis, MO 63144  
(314)644-4400 Fax: (314)781-3160

### Employment Opportunity for the 2023-2024 School Year

#### Maintenance Worker

**Supervisor:** Maintenance Supervisor

**Primary Responsibilities:** Maintain all building systems and facilities.

**Qualifications:** Working knowledge of maintenance and custodial operations; background in HVAC, plumbing, electrical, general maintenance; good communication skills to read and comprehend instructions/directions; ability to work with computer applications; work with power equipment and tools; must be able to kneel; must be able to work in tight areas and high spaces; physical ability to exert 50-100 lbs. of force.

**Education/Training/Experience:** High School diploma or G.E.D., related job experience, preferred trade school education

**Terms of Employment:** Employed for a full time 12-month period with salary and benefits set by the Board of Education.

#### Essential Functions:

- Electrical (including fixtures) and plumbing repairs and installations
- Carpentry, window, and flooring repairs and installations
- Door hardware repair
- Perform routine HVAC/refrigeration maintenance and repairs
- Perform preventive maintenance to all building systems
- Miscellaneous grounds duties, including snow removal
- Opening and closing of doors and buildings; security systems
- Assists in moving furniture, deliveries, hauling equipment
- Work in tight areas including pipe chases and tunnels
- Work in high places, using ladders and scaffolding

- Work in potentially dangerous situations, including gas equipment and electrical equipment
- Work with exposure to dirt and dust
- Maintain an organized work area and respond promptly to work requests
- Performs other duties as requested by supervisor

Any qualified person who would like to be considered as a candidate for this position should apply online at:

<https://www.applitrack.com/mrhschools/onlineapp/>

### **“Notice of Non-Discrimination”**

The Maplewood Richmond Heights School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person is designated and authorized as the District’s Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District’s non-discrimination policies:

Dr. Shonda Ambers-Phillips, Assistant Superintendent of HR & DEI 7539 Manchester Rd, Maplewood, MO 63143 314-644-4400 [shonda.ambers-phillips@mrhschools.net](mailto:shonda.ambers-phillips@mrhschools.net)

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Policy AC. Policy and Regulation AC shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district’s Non-Discrimination and Title IX Coordinator. Inquiries and complaints

may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.

**Posted: August 17, 2023**

\*\* MRH School District reserves the right to close any Job Posting when a suitable applicant has been found before the deadline date.