



Maplewood Richmond Heights School District

Roxanna Mechem – Assistant Superintendent
7539 Manchester Road
Maplewood, MO 63143
(314)644-4400 Fax: (314)781-3160

Maintenance Worker/Bus Driver

Supervisor: Director of Building and Grounds

Primary Responsibilities: Maintain all building systems and facilities

Provide a safe and controlled environment in transporting students on the district buses

- Receive and deliver mail between schools and to outside sources, such as post office, banks, printing companies, etc.
- Maintain an organized system to receive, coordinate and deliver supplies between schools
- Weekly deliver food service products to school kitchens
- Other duties as assigned
- 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
- Exposure to dirt and dust
- Maintain an organized work area and respond promptly to work requests
- Performs other duties as requested by supervisor

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; have the physical ability to exert 50-100 lbs. of force. Must be able to tolerate variable exposure to temperature range inside and outside of buildings. Commercial Drivers License and Missouri School Bus Permit required.

Education/Training/Experience: High School diploma or G.E.D., and related job experience, especially in driving a bus

Terms of Employment: Full-time, twelve-month employee

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

<https://mrhsd.tedk12.com/hire/index.aspx>

“Equal Opportunity Employer”

Maplewood Richmond Heights School District considers applicants for all positions without regard to race, color, sex, age, national origin, ancestry, pregnancy, veterans’ status, handicap or disability (with or without reasonable accommodation if requested) which does not interfere with the performance of essential job functions, or any other legally protected status. If you have a disability or handicap which may require accommodation for you to participate in our application process (including filling out forms, interviewing, or any other pre-employment procedure or requirement), please make us aware of any accommodation necessary before attempting to complete such procedure or requirement.

Posted: May 12, 2021

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