

## Laramie County School District #2

**Title:** Facilities Part-Time Seasonal Employee

**Purpose Statement:** To provide a clean, comfortable, and safe learning environment.

**Qualifications:**

1. Adhere to standard safety practices.
2. Have sufficient physical stamina to lift, carry, or move items up to 75 lbs. as required to carry out the duties of the job, and have knowledge of appropriate methods of lifting and handling heavier objects.
3. Be willing and able to operate a variety of equipment, and adhere to operation guidelines.
4. Be able to handle and store hazardous materials.
5. Capable of performing basic math, including: calculations, using fractions, percentages, and ratios; read and comprehend a variety of materials; and follow oral instructions.

**Terms of Employment:**

1. Work dates: seasonal
2. Compensation based on district wage schedule.
3. Designated by notice of assignment.

**Reports to:** Maintenance Supervisor and Custodians

**Essential Functions:**

1. Assist maintenance personnel and custodians with assigned tasks.
2. Demonstrate punctuality and responsibility in accordance with the predetermined work schedule.
3. Must submit a summer work schedule to maintenance supervisor. Review of time sheet to be done by building maintenance supervisor.
4. Keep equipment in good working condition and report to supervisor any repair or maintenance needs.
5. Communicate in a positive professional manner at all times with personnel and the community for the purpose of maintaining good working relationships.
6. Perform any other duties as assigned by supervisor.