



# DEPEW UNION FREE SCHOOL DISTRICT

District Offices  
5201 S. Transit Road  
Depew, New York 14043-4335  
[www.depewschools.org](http://www.depewschools.org)

**Jeffrey R. Rabey, Ph.D**  
Superintendent of Schools  
(716) 686-5105  
Fax (716) 686-5101

**Susan B. Frey**  
Assistant Superintendent  
for Curriculum, Instruction,  
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(716) 686-5129  
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**Susan Arena**  
Business Administrator  
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## CSEA JOB POSTING NOTICE OF VACANCY

**TITLE:** Maintenance Mechanic Helper – Full-time

**LOCATION:** Districtwide  
Work Hours – 8:00 am – 4:30 pm  
Monday - Friday

**SALARY/BENEFITS:** As per CSEA Union Contract

**ANTICIPATED  
START DATE:** May 30, 2019

**QUALIFICATIONS/  
DUTIES/SKILLS:** See attachment

**JOB DESCRIPTION:** See attachment

**APPLICATION  
DEADLINE:** May 10, 2019

INTERESTED PARTIES SHOULD SUBMIT AN APPLICATION IN WRITING  
TO:

Jeffrey R. Rabey, Ph.D., Superintendent of Schools  
DEPEW UNION FREE SCHOOL DISTRICT  
5201 S. Transit Road  
Depew, New York 14043

May 6, 2019

## **MAINTENANCE MECHANIC HELPER DUTIES**

### **GROUNDS**

- LAWN MOWING
- WEED WACKING
- BED MAINTENANCE: INCLUDING EDGING, MULCHING, TRIMMING, AND WEEDING
- PLAYGROUND MAINTENANCE, REPAIRS , INSPECTIONS
- SNOWPLOWING, SNOWBLOWING, SHOVELING OF LOTS AND WALKWAYS
- MINOR REPAIRS TO CONCRETE AND BLACKTOP
- TRASH, DEBRIS AND PICKUP OF LEAVES

### **ATHLETIC FIELDS**

- GROOMING OF TURF FIELDS
- SET UP OF NETS, OUTFIELD FENCING, MARKERS, BARRICADES, TABLES, CHAIRS, TENTS
- GRASS FIELD LINING, MOWING AND NET SETUP
- NATURAL DIAMONDS, GROOMING, LINING, GRADING, LEVELING, DRYING ETC.
- CLEANING OF TRACK, BLEACHERS, DUGOUTS, SPECTATOR AREAS
- FENCE MAINTENANCE
- TENNIS AND BASKETBALL COURTS, CLEANING. PUT UP AND TAKE DOWN OF NETS, NET COURT REPAIR.
- LIGHTING, SOUND, LOCKING AND UNLOCKING OF FIELDS

### **HVAC/BUILDING MECHANICALS/BUILDING MAINTENANCE**

- ASSIST IN PREVENTATIVE MAINTENANCE OF ALL HVAC EQUIPMENT, BOILERS, RTV'S, PUMPS, MOTORS, AIR HANDLERS, HEAT EXCHANGERS, UNIVENTS, AND AIR CONDITIONERS ETC.
- ASSIST WITH ANY MINOR ELECTRICAL WORK SUCH AS SWITCHES, OUTLETS, LIGHTING FIXTURES AND REPLACEMENT OF BULBS.
- ASSIST WITH ANY MINOR CARPENTRY WORK SUCH AS DRYWALL REPAIRS, PAINTING, TRIMWORK, FLOOR TILE REPAIR OR REPLACEMENT, COVE BASE REPAIR OR REPLACEMENT, CABINETRY OR FURNITURE REPAIR.
- ASSIST WITH DOOR AND WINDOW REPAIRS SUCH AS BOARDING UP BROKEN DOORS AND WINDOWS, REPAIR OF DOOR HINGES, CLOSERS, AND HANDLES.
- Other duties as assigned by the Director of Facilities, Maintenance Mechanic Crew Chief, or Maintenance Mechanic

### **Minimum Qualifications:**

1. Graduation from high school or vocational school or possession of a high school equivalency diploma and three (3) years of experience in any of the skilled building or service trades; OR
2. Five (5) years of satisfactory experience as a helper in any of the skilled building or service trades.