



Kansas State School for the Blind

1100 State Ave.
Kansas City, KS 66102
913-305-3015
www.kssb.net

**** JOB OPENING ANNOUNCEMENT ****

POSITION TITLE: GMRT (General Maintenance Repair Tech)

SALARY: Unclassified / Full Time/ Flex time Position, starting pay \$17.00 per hour; depending on Education and Experience; Great benefits.

SCHEDULE: Monday thru Friday, (7am to 4pm), Flexible Shifts also or Part time (Days and Hours may vary)

EMPLOYMENT DATE: Open until filled

JOB DESCRIPTION: The position is under general supervision by the Director of Maintenance. Employee usually receives some instruction with respect to the details of most assignments but is free to develop his own work sequences within established procedures, methods and policies. Employee is often physically removed from the supervisor and subject to only periodic checks.

Constructs, repairs, and installs counters, cabinets, benches, partitions, floors, doors, building framework, trim and other structural woodwork and materials. Installs various maintenance materials including but not limited to: glass windows replacements, doors, partitions, curtain rods, wall fans and door locks. Replaces damaged ceiling tile, floor tile, blinds, and wall coverings.

Respond to the Work Order System of requesting and recording general maintenance and repair work. This work includes:

A. Installing various maintenance materials such as glass in windows, doors, partitions, curtain rods, wall fans and door locks; Replacing damaged ceiling tiles, floor tile, blinds and wall coverings.

B. Applying coats of paint, varnish, stain, enamel, or lacquer to decorate and protect interior and exterior surfaces, trimming and fixtures of buildings, other structures and equipment. Smoothing surfaces and removing old paint to prepare surface for painting; Filling nail holes, cracks, and joints with caulk, putty, plaster, or other filler; Covering surfaces and fixtures with drop cloths and erecting scaffolding or setting up ladders as needed.

C. Repacking pumps and compressors, cleaning condenser, and replacing worn or defective parts; cleaning carbon deposits pitch and grease from fans, vents, and ducts; and checking thermostatic controls of building and kitchen refrigeration equipment for proper temperature setting and operation.

D. Accurately measuring and recording fluid levels, meter readings, temperature, pressure, and other readings on log sheet at Specific intervals.

E. Replacing light bulbs, filters, and other routine serviceable items on a regular basis.

F. Cleaning, adjusting and performing minor repairs to swimming pools and auxiliary equipment; checking and applying chemicals in prescribed amounts to purify water in pool.

G. Performing a wide variety of seasonal activities such as: snow removal and sanding or salting of roads and walkways: Mulching tilling and other related gardening activities; landscaping, and related masonry prep, installation and clean up, (footings, foundations, etc..) and mowing and trimming

H. Performing minor repair; general maintenance and cleaning to agency fleet of vehicles.

I. Participating in monthly fire drills and seasonal tornado drills.

J. Record information daily to describe the work performed in the Work Order System.

Continued next page

GMRT continued

Contribute to the safety and security of the campus by patrolling campus, securing buildings and setting fire alarms systems and monitoring campus activities; Looking for conditions that could result in injury or loss due to fire, theft, vandalism, and/or other security situations as they occur.

Perform other duties and or work as needed or assigned.

MINIMUM REQUIREMENTS: High School Diploma or GED. Training in fire and safety preferred. Ability to follow agency rules and regulations regarding fire/safety equipment. At least 6 months' experience in safety and security work preferred. Ability to communicate effectively and appropriately.

SPECIAL REQUIREMENTS: Upon offer of employment, a background check will be conducted via the KS Bureau of Investigation & KS Dept. of Children and Family Services, Backgrounds Plus and the Dru Sjodin National Sexual Offender Registry. Also a Tuberculosis test & Health Certificate must be passed upon offer of employment (cost borne by employee).

CONTACT: Tom Burdolski, Human Resources Office, 913/305-3004, E-Mail: tburdolski@kssdb.org; Fax: 913/621-2310

Posted 05/18/2022