



Career Center

POSTED: 06/15/2018

MAKE AN
IMPACT
FOR A BRIGHTER FUTURE



Half-Time Facilities Assistant POSITION OPENING

THE OPPORTUNITY

- Positively IMPACT the lives of students everyday, helping them learn that "Skills Matter!"
- Work at one of the best Career Centers in the State of Indiana

THE POSITION

- ⇒ Assist the Facilities Director in carrying out duties of maintaining a facility that is a functional, clean, safe, attractive, and healthy place where students and staff learn and work:
- ⇒ Serve as a backup in the absence of the Facilities Director through a working knowledge of various electrical/mechanical/technical systems.
- ⇒ Assist Facilities Director in repair/maintenance of:
 - ⇒ School facilities, equipment and grounds
 - ⇒ HVAC, Electrical, and Plumbing Systems
 - ⇒ Telephone, voicemail, bells and paging systems
 - ⇒ Door schedules and security cameras
 - ⇒ Snow/Ice Removal
- ⇒ General Duties:
 - ⇒ Set up for all Board meetings and events
 - ⇒ Other duties as assigned by the Facilities Director

THE BENEFITS

Central Nine believes in fully supporting our employees as people and professionals. As a Facilities Assistant you'll receive:

- A supportive team of mentors and colleagues
- Respect for your priorities on your family and personal life
- Flexibility in schedule based on needs of Career Center (average 20 hrs/week)
- An hourly rate commensurate with experience

QUALIFICATIONS

- High School Diploma required
- Three years of experience in facilities/maintenance work
- Excellent integrity and demonstrate good moral character and initiative
- Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff and administration
- Demonstrate the ability to communicate effectively, both orally and in writing, using proper grammar and vocabulary
- Unless reasonable accommodations can be made, while performing this job the staff member shall:
 - Use strength to lift items to perform the functions of the job
 - Sit, stand and walk for required periods of time
- Be available at all times for after hour building and grounds emergencies
- Pass a Criminal History Background Check

PLEASE SUBMIT

1. [Application](#)
2. Resume
3. Letter of interest

To: John Showalter, Facilities Director
jshowalter@central9.k12.in.us

APPLICATION DUE DATE: 06/29/2018 @ 4:00 pm

Central Nine Career Center

1999 US Hwy 31 South
Greenwood, IN 46143
317.888.4401

Serving Students from Nine

Area High Schools:

- Beech Grove
- Center Grove
- Franklin Central
- Franklin Community
- Greenwood Community
- Indian Creek
- Perry Meridian
- Southport
- Whiteland Community

www.central9.k12.in.us

Central Nine is a public school offering a wide variety of programs designed to provide education and training that meets today's business, industry and college requirements.