



Portage Lakes Career Center

Date Posted: 2/23/2026 **Deadline:** Until Filled

Position: Maintenance/Custodial
Reports to: Director of Buildings & Grounds
Work Period: 260 days (12 months) 8 hours/5 days per week
Monday – Friday 6:00 a.m. – 2:00 p.m.

Classification: Classified
Salary: Per master contract
Benefits: Per master contract

Qualifications:

1. High School diploma or equivalent with additional technical training and/or prior experience in trades like plumbing, HVAC, or electrical work strongly preferred
2. Valid driver's license
3. Experience in cleaning and general maintenance work
4. Knowledge of basic cleaning equipment, materials, and methods
5. Knowledge of maintenance and repair requirements of large buildings
6. Ability to locate, troubleshoot and repair minor defects in plumbing, electrical, and mechanical equipment, and installations
7. Ability to lift a minimum of 80 pounds
8. Ability to follow oral and written directions
9. Good health, attendance, and high moral character
10. Ability to establish and maintain effective working relationships with teachers, students, and fellow employees
11. Pass BCI & FBI records check and/or other district pre-employment requirements
12. The employee may not be under the influence of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District

Principal Duties:

1. Assist Director of Building and Grounds on technical issues including preventative maintenance, building compliance and safety, additional/more complicated repairs to plumbing, HVAC, or electrical tasks employing more specialized tools/machinery
2. Open and/or close school building; secure lights, locks, gates, and doors; utilize security system
3. Sweep and/or shovel snow and dirt from walkways and school grounds
4. Perform lawn mowing and other outdoor landscaping work
5. Assist in loading, unloading, and moving school supplies, materials, equipment, and furniture
6. Assist in the set-up and tear down of special events
7. Repair and maintain school buildings and grounds using hand and power tools
8. Repair and maintain district equipment and organize work materials for assigned tasks
9. Assist with inventories as needed
10. Ability to read and interpret manuals and blueprints
11. Perform other duties and maintenance work as requested by district administrators

Apply to: Application may be made by forwarding a resume and letter of interest to employment@plcc.edu or:

Office of the Superintendent
Portage Lakes Career Center
4401 Shriver Road
Uniontown, OH 44685