



**Cedar Hills Mustangs**

**Hackberry Elementary School District #3  
Cedar Hills School**

**JOB POSTING: Maintenance- Full-time Position for SY 26-27**

**CEDAR HILLS ELEMENTARY SCHOOL, home of the Mighty Mustangs is seeking a Maintenance position to become part of the Hackberry team. This position is responsible for the repair, maintenance, and cleanliness, and safety of all district facilities and grounds. This position supports daily operations, ensures facilities are well-maintained, and contributes to a positive school climate for students, staff, and visitors.**

**Essential Duties:**

1. Perform all activities that are custodial in nature and deemed appropriate by Administration.
2. Keep buildings and grounds neat and clean at all times.
3. Clean and maintain all assigned workspaces and equipment.
4. Assist in building and grounds security by locking all doors and gates.
5. Maintain seasonal grounds work (snow, weeds, etc.)
6. Perform routine maintenance and repairs of buildings, equipment, and grounds.
7. Understand and follow safety procedures as provided by the district.
8. Attend mandatory in-service and training meetings.
9. Develop and maintain preventative maintenance plan for school facilities.

**Knowledge Skills and Other Characteristics:**

1. Knowledge of safety practices and procedures for emergency evacuations.
2. Skill in developing and maintaining effective working relationships.
3. Skill in both verbal and written communication.
4. Knowledge of cleaning equipment, products, techniques, and standards.
5. Skill in using cleaning products and equipment, including the ability to verify receiving invoices, control inventory and assist in handling shipping carts as directed by Administration.

**Work Environment/Physical Demands:**

This position requires regular standing, walking, and the use of hands for handling tools and equipment, as well as clear and effective communication. Employees must frequently reach, bend, squat, stoop, kneel, and climb ladders, and may sit or stand for extended periods. The role involves continuous use of hand strength and frequent twisting or bending of the neck and torso.

Employees must be able to lift and move up to 50 pounds independently and occasionally up to 100 pounds with assistance. Vision requirements include close, color, peripheral, and depth perception, along with the ability to adjust focus.

**Other Duties:**

The job description is not a comprehensive list of duties, responsibilities, or activities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

**Qualifications:**

1. High School Diploma or equivalent
2. Valid Arizona Commercial Driver's License
3. CPR and Basic First Aid certification or obtainable

**Work Authorization/Security Clearance:**

Must be able to pass a criminal background check and obtain a Fingerprint Clearance Card with an IVP number through the Arizona Department of Public Safety.

**Salary Range:**

**\$19.00 per hour minimum**

**40 hours per week**

**4 day work week- Monday-Thursday**

**Contact Information: Send resume to Christina Ramirez [cramirez@hesd.net](mailto:cramirez@hesd.net)**