



Peru Central School District

District Office

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Dr. Thomas Palmer, *Superintendent of Schools*

Randolph B. Sapp, *School Business Administrator*

September 7, 2018

Announcement of Anticipated Vacancy #2019-08 (repost)

- POSITION:** Part-time Guard (Building Checker)
- WORK LOCATION:** District Wide
- WORK SCHEDULE:** Building check to be completed every Saturday, Sunday and Holiday.
- TIMING:** Check to be completed between 7AM and 12 Noon. Time allocation to complete Daily Building Check is 2 hours.
- BUILDINGS TO BE CHECKED:** MS/HS, Elementary, Grounds Storage, and Bus Garage.
- SALARY RANGE:** \$2,600
- JOB DESCRIPTION:** Building checkers will be trained by Maintenance staff to properly perform the building checks. Building checks will consist of, but are not limited to, the following work:
- Checks of all coolers, refrigerators and kitchen equipment. – MSHS and Elementary
 - Check of all HVAC systems including: boilers, chillers, pumps, water heaters and air compressors.—MSHS, Elementary, Grounds Building and Bus Garage
 - Check functional parameters of the COGEN system if it is operational. –MSHS
 - Check function of the fire monitoring system.—MSHS, Elementary and Bus Garage
 - Check status of IT Server Equipment in Technology Center.—Elementary
 - Check status of exterior emergency generator equipment.—Bus Garage and Elementary
 - Check status of auxiliary hot water heaters.—HS and Elementary
 - Check status of all exterior doors on campus. Lock any doors if found ajar on otherwise unlocked, except when an approved event is occurring.

Building checkers will be required to properly document the checks of the buildings on campus. They will also be directed to contact a maintenance staff member if they find any conditions that are outside of the predetermined parameters shown on the checklist. Building checkers will also be directed to secure the school buildings should they find any areas of the campus that is not in a secure state.

APPLICATION PROCEDURE: Submit a written letter of application for position, along with a completed Civil Service application (available at the District Office and on our website) to Randolph Sapp, School Business Administrator, Peru Central School District, P.O. Box 68, Peru, NY, 12972.

DEADLINE: September 15, 2018