

# DISTRICT COURT - 35TH JUDICIAL DISTRICT

660 PLYMOUTH RD., PLYMOUTH, MICHIGAN 48170-1891

734-459-4740 FAX 734-454-9303

[www.35thdistrictcourt.org](http://www.35thdistrictcourt.org)

RONALD W. LOWE  
CHIEF DISTRICT JUDGE

MICHAEL J. GEROU  
DISTRICT JUDGE



JAMES A. PLAKAS  
CHIEF JUDGE PRO TEM

JENNIFER LADA  
COURT ADMINISTRATOR

## **Building Maintenance - Part-Time**

16-21 hours per week/\$30.00 per hour

### **JOB SUMMARY:**

Under the supervision of the Court Administrator, the Part-Time Building Maintenance role is responsible for ensuring the effective, efficient maintenance, repair, and operation of Court facilities. The position requires knowledge of facility construction, maintenance, and operations, as well as the ability to plan, schedule, and implement preventive maintenance programs. Certifications in HVAC, electrical, or plumbing are required. Additional duties may be assigned as necessary.

### **KEY RESPONSIBILITIES:**

The list of duties below is intended to outline/describe the general nature and level of work being performed by the individual assigned to this classification. It is not an exhaustive list of all job duties.

- Develop, direct, and maintain preventive maintenance programs for HVAC, electrical, plumbing, and other court facility systems.
- Conduct regular inspections of the building, including HVAC systems, backup generators, lighting, and grounds equipment.
- Respond to emergency situations, such as HVAC malfunctions, plumbing issues, or severe weather events, with swift and effective solutions
- Troubleshoot, repair, and maintain building systems, including boilers, generators, lighting, water supply systems, and fire sprinkler systems.
- Oversee general maintenance of the court's grounds, such as lawn service, parking lot striping, and pest control.
- Maintain detailed records of repairs, preventive maintenance, and equipment inventories.
- Perform other duties such as routine painting of interior and exterior surfaces, as well as general building upkeep.

### **JOB QUALIFICATIONS:**

- **Education:** High School Diploma or equivalent required.
- **Certifications:** Certification in HVAC, electrical, or plumbing is preferred.
- **Experience:** Minimum of 5 years of building maintenance experience preferred. Strong knowledge of mechanical systems and the ability to read and interpret equipment specifications and schematics is necessary.

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## **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

This role involves physically demanding tasks such as standing, squatting, kneeling, lifting (up to 70 lbs), and climbing stairs or ladders, often in challenging environments like extreme weather or emergencies. The work environment includes a three-story building with a basement, requiring frequent stair climbing and use of scaffolding.

## **POSITION TYPE AND EXPECTED HOURS OF WORK:**

This is a part-time position, with an expected work schedule of approximately 16-21 hours per week.

## **APPLICATION PROCESS:**

Submit resume accompanied with a completed employment application. The link for the application is as follows: <https://www.35thdistrictcourt.org/>

## **Mail or email completed application AND resume to:**

Human Resource Department

35th District Court

660 Plymouth Rd.

Plymouth, MI 48170

HR@35thdistrictcourt.org

**No phone calls, no walk-ins.**

## **DISCLOSURE:**

This job description is not intended to be all-inclusive. Duties and responsibilities may change or expand to meet the needs of the Court. This description is a guideline for the minimum requirements and expectations for the position.