

From the desk of Mike Sims



Date:

Subject:

Job: Maintenance Worker

Days: 225

Salary: Based on experience 18,000-25,500

District pays 4,500/year Health Insurance

Start Date: November 2018

Major Responsibilities and Duties

Maintenance and Repair:

1. Inspect building exterior, interior, playground equipment, and grounds; perform maintenance and minor repairs. Knowledge of minor repair techniques and building and grounds maintenance
2. Detect and report needed major repairs on building structures and their systems, including lockers, furniture, and equipment.
3. Complete repairs as requested on work orders.
4. General cleaning
5. Assist with the relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.
6. Move, install, assemble, and repair all school furniture and playground equipment as needed.
7. Hang pictures, mirrors, blackboards, bulletin boards, projection screens, towel dispensers, soap dispensers, and other items as required.
9. Install ceiling and flooring materials.
10. Floor cleaning w buffer.

Safety:

11. Operate tools and equipment according to prescribed safety procedures.
12. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
13. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
14. Maintain tools and equipment and perform preventive maintenance as required.

Equipment Used:

Power tools (drill, saw, etc.), hand tools, buffer, pressure washer,

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Ability to read, communicate verbally, understand verbal and written directions, and work with minimal supervision. Continual walking and standing; frequent heavy lifting and carrying; climbing, stooping, bending, kneeling, and reaching. Work outside and inside. Exposure to extreme temperatures, dust, fumes, and odors. Exposure to mechanical, electrical, and chemical hazards. Work around moving objects or vehicles.