

Job Title: DISTRICT MAINTENANCE
Department: Maintenance
Reports to: Director of Maintenance, Assistant Superintendent
Classification: Non-exempt / Support Staff
Employment: 12 months / At-will
Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support staff personnel.

SUMMARY

The maintenance staff is responsible for repair and upkeep of district facilities and is responsible for the overall condition of the district buildings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Maintains routine maintenance on roofs.
2. Performs various maintenance tasks such as minor electrical, plumbing and facility repairs.
3. Performs general labor inside and outside the physical plant including handling materials and supplies, moving equipment and operating power-driven equipment.
4. Maintains efficient and proper operation of heating/cooling systems.
5. Maintains facilities in accordance with state and local safety and code requirements and Board of Education policies and administrative procedures.
6. Opens drains as necessary.
7. Replaces windows as necessary.
8. Assists with seasonal grounds work such as snow, ice and leaf removal and lawn care.
9. Cooperates/coordinates with building administrators when scheduling major maintenance or repairs.
10. Maintains confidential nature of all school-related matters.
11. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

SUPERVISORY DUTIES

N/A

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

High school diploma or the equivalent.

Certificates, Licenses, Registrations

Required certificates, licenses and registrations vary with the assigned duty of the individual. For general maintenance, none are required.

SKILLS AND ABILITIES

Language

An individual who holds this position must have the ability to:

Read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals

Write routine reports and memos

Respond to requests from staff members

Computation

An individual who holds this position must have the ability to:

Add, subtract, multiply and divide using units of American money, weight, volume and distance.

Apply concepts of basic algebra and geometry

Reasoning

An individual who holds this position must have the ability to:

Solve practical problems

Interpret instructions given orally, in writing by diagram or form

Technology

Basic computer skills including the ability to use computer-based maintenance schedules and requests

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Requirements

While performing these duties, the employee is frequently required to stand, walk, use hands and fingers to handle or feel objects tools or controls and talk and hear.

The employee is frequently required to reach, climb, bend, squat, stoop and kneel

The employee continuously uses hand strength to grasp and use tools and climb ladders.

The employee must frequently lift or move up to 50 pounds. Occasionally the employee will lift or move up to 90 pounds. The employees will frequently push or pull items such as tables, scaffolds and air compressors.

Specific vision requirements include close and peripheral vision, depth perception and ability to focus.

Hours / Attendance / Travel

Consistent and regular attendance is an essential function of this position

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job the employee regularly works indoors and occasionally works outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals. The employee will frequently work alone and will occasionally work irregular or extended hours. The noise level of the work environment is usually moderate but can occasionally be loud.

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