

Job Description

Title: Maintenance

Qualifications:

1. Ability to read basic operating instructions and write reports.
2. Demonstrate aptitudes for successful completion of assigned tasks.
3. Have mechanical aptitude and skill in carpentry, electrical, plumbing and care and maintenance programs involving boilers and electrical equipment.

Reports To: Principal

Job Goal: To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop.

Terms of Employment: Twelve-month work year with salary and fringe benefits established by the Board. The work schedule will be established by the building principal.

Performance Responsibilities:

1. Cleans and maintains all boilers and other major equipment.
2. Supervises and participates in necessary painting and general repairs to plumbing, electrical and general mechanical areas.
3. Replaces broken windows.
4. Assists in remodeling and renovation work.
5. Generally supervises and maintains the school grounds.
6. Assists in snow removal.
7. Supervises and participates in the general cleaning and maintenance of the school building.
8. Maintains inventories of materials, supplies and equipment and requisitions materials and supplies in advance to provide continuity of maintenance and custodial program.
9. Maintains, on a regular basis, all motors and other mechanical equipment requiring scheduled servicing.
10. Conducts an ongoing program of annual maintenance, upkeep and repair.
11. Assumes responsibility for the general security of the building.
12. Assumes responsibility for the general fire safety of the building.
13. Performs emergency repair and cleaning services as needed.
14. Participates in school district inservice training programs.
15. Performs additional duties as may be assigned by the building principal.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on the evaluation of support staff.

Revised: May 20, 1999