

## MAINTENANCE – BUILDING & GROUNDS

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- QUALIFICATIONS:**
1. High school diploma or equivalency.
  2. Working knowledge and experience in one or more of the following: electrical wiring, plumbing, carpentry, HVAC equipment, welding, concrete work, or other maintenance skills.
  3. Physical health as required for job performance.
  4. Demonstrated aptitude or competence for assigned responsibilities.
  5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Maintenance and/or Superintendent

**JOB GOAL:** To maintain the physical school facilities in a condition of operating excellence, cleanliness, and safety, so that full educational use may be made of them at all times.

**FULL/PART-TIME:** Full-time or part-time

**FLSA:** Non-exempt from overtime

**BOE APPROVED:** 4/12/2021

### ESSENTIAL FUNCTIONS OF THE JOB:

1. Regular attendance and punctuality are essential functions of the job.
2. Performs minor and major maintenance and installation of electrical, plumbing, and HVAC systems.
3. Able to learn new methods and techniques of maintenance when new equipment and procedures are installed or adopted.
4. Willing to learn about all aspects of school building maintenance.
5. Becomes familiar with the duties of the building custodians and is willing to act as a building custodian substitute.
6. Moves equipment and materials within and between buildings of USD 407.
7. Works on exterior and interior of buildings, on school grounds, and on roofs under all weather conditions.
8. Willing to work overtime (nights or weekends) when an emergency arises in order to prevent disruption of the educational process.
9. Willing to take vacation during a period other than summer when it is necessary to complete maintenance which can best be accomplished in unoccupied buildings.
10. Always follows proper safety procedures.
11. Ability to work with others or independently without supervision.
12. Maintains confidentiality of classroom student and employee information.
13. Maintains a valid Kansas driver's license.
14. Follows the building dress code while being a good role model for students.
15. Performs other duties as assigned by the Superintendent or Board of Education.

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, and responsibilities not listed herein. The District reserves the right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice.

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**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions in the Board policy on *GCI – Classified Employee Evaluation*.

**PHYSICAL REQUIREMENTS OF THE JOB:** An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy\* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: \* "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**An Equal Employment/Educational Opportunity Agency**

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.