

Meeker School District Re-1

Job Description



Title: Building Maintenance
Department(s): Maintenance/Operations
Reports to: Principal/Maintenance Director
Work Year: Year Round

Job Summary:

The Maintenance Director is responsible for maintaining school buildings to provide a safe and clean environment for students and staff.

Summary of essential job function:

1. Must be able to comply with safety and health guidelines regarding equipment operations, handling chemicals and facility safety standards.
2. Maintain equipment, machinery, storage areas and supplies in an organized and safe manner.
3. Assist building custodians with minor maintenance issues, or janitorial responsibilities that are required to meet building function, including security.
4. Assist other with building programs and activities, including setting up and taking down chairs, bleachers, checking public address systems, lighting, ceiling repairs, and general clean-up.
5. Line athletic fields as needed.
6. Report and repair all building safety concerns, and report any major problems that will require lead time orders or large monetary outlays.
7. Assist Maintenance Director on long-range plans to upgrade janitorial equipment and procedures.
8. Assist with required maintenance during summer.
9. Maintain MSDS log book
10. Participate in the weekend emergency on-call program.
11. Assist in immediate removal of snow and ice as needed.
12. Obtain training on equipment and/or procedures to insure they are performed properly.
13. Develop and implement custodial needs to public building usage.

Qualifications and Experience:

- High School Diploma or GED
- Maintain a valid driver's license.
- Experience with a school district is preferred.
- Knowledge of safe operations and maintenance boiler, air handlers, HVAC controls, water heaters, pumps, water fountains, plumbing, electrical, mechanical carpentry, painting, landscaping, sprinkler systems and vehicle and equipment operations.

- Must be able to read blueprints and drawings schematics (both electrical and plumbing).
- Must be able to operate voltmeters and other diagnostic equipment.
- Must be able to read and understand MSDS sheets.
- Must be able to respond to all requests in a timely and effective manner.
- Maintain a professional relationship with students, staff and the public.
- Operating knowledge of Microsoft Office Suite, fax, and phone systems.
- Handles and maintains composure during high stress tasks.

Clearances:

- Criminal Justice Fingerprint/Background Check.
- Motor Vehicle back ground check

Physical Demands:

- This job requires being able to safely lift 90 pounds without any physical limitations on a daily basis.

Work Environment:

- The noise level in the work environment is usually moderate.
- Work days may be changed to address specific grounds, custodial and snow removal issues.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as assigned by the Superintendent.