

Position Title: Maintenance

Department: Building and Grounds

Reports To: Director of Maintenance

SUMMARY: Maintains and services district buildings and equipment. Performs, when necessary, custodial duties to maintain the campus in a sanitary, orderly, and attractive condition and other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Capable of preventive, corrective and emergency work on a wide variety of structures and systems. This position requires personnel to follow preventive maintenance schedules and duties.
- Works in public as well as maintenance areas and maintains an acceptable standard of personal appearance.
- Works on various skilled areas which include: structural, carpentry, plumbing electrical, masonry, and other as dictated by the need to maintain continuous operation of the district buildings.
- May work at various times with hazardous materials, but only when trained in the proper procedures, techniques or under his supervisor's instructions who has obtained these skills.
- Maintains logs, worksheets and other records.
- Distinguishes the relationship between quality and quantity of work necessary in certain campus spaces.
- Must become familiar with groundskeeping and custodial duties, cleaning standards and be willing to substitute when required.
- Must become familiar with campus and departmental safety, security and Material Safety Data Sheets (MSDS).
- Must become familiar with and demonstrate an understanding of departmental, district, and School Board Policies.

SPECIAL REQUIREMENTS: Must pass CPR and Defibrillator training provided by the school. The employee should be conscientious, dependable, prompt, be in good health, able to lift a minimum of 50 lbs and have good personal hygiene. Standing, bending, squatting, reaching, stooping, pulling, and pushing will be required. Cleaning of blood, human waste and other offensive items and odors are occasionally required.

EDUCATION and/or EXPERIENCE: High school diploma or equivalent, with trade or technical school preferred. Applicants will be determined based on experience in maintenance or construction.

EVALUATION: Performance of this job will be evaluated in accordance with the Board of Education Policy.

TERMS OF EMPLOYMENT: Twelve - Month employee salary to be determined by the Board of Education. Paid holidays and vacation as set by the Board of Education Policy GDBDA available on line at the Marshall Public Schools web page.

