

# Maintenance Worker

## ***QUALIFICATIONS:***

- Applicant must be able to assist and support the Manager and Assistant Manager of Facilities, assuming responsibilities in their absence. Must have computer skills including email retrieval, some awareness of Building Automation Systems and Work Order Management. Must have working knowledge and be able to perform basic carpentry, mechanical, electrical, plumbing, painting and grounds care, fleet maintenance and snow removal. Must be able to be productive in a multi task environment. Applicant must possess a clean criminal and driving record. Capable of lifting 75 pounds.

## ***REPORTS TO:***

**Direct Supervisor: Facility Manager and/or Business Manager**

## ***RESPONSIBILITIES:***

- Accomplishes maintenance tasks productively, independently and safely
- Plans tasks and organizes and performs those tasks while providing quality assurance to those tasks. Those areas include, but are not limited to:
  - Plumbing- Knowledge of repairing flush valves, piping leaks, relieving clogs
  - Electrical- Knowledge of replacing lamps, ballasts, various switches or breakers; basic electrical troubleshooting
  - Mechanical- Knowledge of and ability to replace and perform preventative maintenance on motors, bearings, filters, fans, HVAC systems
  - Painting- Knowledge and proper application of Interior/Exterior paint types and ability to apply on a multitude of surfaces using proper preparation and clean up techniques
  - Grounds Care- Ability to drive and perform safe operation of mowers (riding and walking), trimmers, weed spray equipment, pruning and planting; including safe operation of chainsaw, operation of various types of snow removal equipment
  - Hardware -Ability to repair/ replace door hardware (locksets, hinges, panic bars, door closers)
- Leads work groups of summer workers

- Communicates to fellow workers, instruct and/or act as a lead worker and supervise multiple tasks
- Demonstrates ability as a team player to collaborate with custodial & kitchen staff
- Follows directions and provide primary task accomplishment while interacting with a number of clients and contractors and balancing requests for services
- Possesses automotive/mechanical versatility. Able to drive oversized trucks, tractors, mowers with specialized equipment, safely tow trailers of various sizes, knowing how to operate manual transmissions. Makes minor repairs and troubleshoot major automotive needs with regards to fleet maintenance
- Knows area roads and businesses and is able to promptly deliver or pick up supplies
- Holds/or has capacity to obtain an asbestos worker license – assisting in overseeing all asbestos removal related activities
- Acts as a liaison and resource to the district custodial and kitchen service. Assists in troubleshooting problems with equipment and added training in areas of need
- Is on-call for a rotation of security, mechanical, and weather related emergencies – willing to work a flexible schedule as required by school district
- Work from heights ranging from 5'-30'
- Work in confined spaces such as attics, crawl spaces, utility tunnels
- Work around high voltage electricity
- Removal of pests as necessary
- Ability to work outside in extreme temperatures

### ***TERMS OF EMPLOYMENT:***

#### Work Day

Atypical Work Day – 8 hours per day

On call for security, mechanical and weather related emergencies

#### Work Year

260 Days

#### Bargaining Unit

Non-Bargaining

#### Salary and Benefits:

Salary and IMRF benefits will be set and periodically monitored to be both compatible with District 108 programs and regionally competitive with like positions.

Partial Board paid individual and dependent insurance

### ***EVALUATION:***

Annually evaluated by the Business Manager and/or Facility Manager

