

Iditarod Area School District

JOB DESCRIPTION

Maintenance

TITLE: Maintenance

REPORTS TO: Site Principal/Teacher

SUPERVISES: Not Applicable

LOCATION: School Site

DURATION: Non-Exempt, Part-time position, up to 10 months per year.

**QUALIFICATIONS:**

Required:

1. High School Diploma or equivalent.
2. Ten years of successful work experience in building maintenance and operations.
3. Must possess a valid Alaska Driver's License.
4. Must be on-call 24 hours a day, seven days a week.
5. Strong electrical background.
6. Knowledge of basic office practices, procedures and equipment.
7. Must be highly organized.
8. Ability to work with a web-based maintenance work order and preventative maintenance system.
9. Ability to interpret blueprints and technical operations manuals as needed.
10. Ability to review the work order system and work with the local principal-teachers in assisting the assignment of daily work.
11. Ability to relate positively and cooperatively with students, other district personnel, and school patrons in the public education environment.
12. Physical condition and agility necessary for this position, including moving freight up to 70 pounds.
13. Ability and experience to carry out successfully the duties in the job description below.
14. Complete daily work logs to be submitted with timesheet.

Preferred:

1. Education or training beyond high school in business, building trades, or a related field.
2. Successful work experience in facility maintenance and operation.

**JOB GOAL:**

To help keep the efficient and safe operation of Site buildings, grounds and facilities.

**REPRESENTATIVE DUTIES:**

1. Follow district policies.

**EVALUATION:** Not less than once yearly in accordance to district policy.