

Title: Maintenance

General Description: The Maintenance staff will be responsible for the operation of the entire building including but not limited to the HVAC equipment, electrical, plumbing, carpentry, etc. The employee will be responsible for routine maintenance, project planning, and keeping up-to-date the district Asbestos plan, underground tanks, and maintenance contracts.

Qualifications:

- 1) High school diploma or equivalent
- 2) Working knowledge of HVAC, plumbing, electrical, and carpentry
- 3) Preferred 5 Years of related experience
- 4) Basic understanding of technology including email and Microsoft office applications as well as working with an online maintenance ticketing system
- 5) Possess a valid driver's license and be able to cooperate commercial machinery such as a forklift, tractor, and riding lawn mower
- 6) Willingness to obtain further training and certifications required for job responsibilities

Reports to: Assistant Principal

Job Goal: To manage all aspect of school facility to ensure safe and orderly operation for students, staff, and visitors.

Job Duties:

- 1) Cleans and maintains boilers, chiller, and all district equipment
- 2) Perform electrical work up to and including 480V 3 phase
- 3) Lighting repairs, replacements and upgrades
- 4) Perform plumbing maintenance
- 5) Repairs on HVAC and refrigeration equipment
- 6) Carpentry work as needed to maintain building
- 7) Manages contracts and contracted services that pertain to the maintenance of the facility and grounds
- 8) Maintain machinery, equipment, and tools by cleaning, lubricating, greasing, oiling, replacing filters, and doing routine maintenance to ensure optimum working order
- 9) Respond to work order requests and supervisors' directions to perform troubleshooting, installation, repairs, replacements, and maintenance tasks
- 10) Effectively communicate and coordinate with internal and external project participants to ensure that all parties are well-informed and that work proceeds on schedule with minimal impact to school operations
- 11) Match completed work orders to invoices for accounts payable and track project costs with maintenance budget
- 12) Regularly check the building and roofs for repairs and repair as needed
- 13) Assist in snow removal

- 14) Will be available to fire and police departments, as well as administration, on a 24-hour on-call basis when alarms sound or as needed
- 15) Schedules all inspections necessary to meet health-life safety requirements (fire alarm, fire extinguishers, sprinkler system, bleachers, exhaust hoods, elevators, asbestos, underground storage tanks, etc.)
- 16) Establishes a documented preventative maintenance schedule
- 17) Orders materials as needed, and makes recommendations on supplies and equipment for purchase
- 18) Checks email daily and responds as needed
- 19) Follows established safety procedures at all times
- 20) Other duties as assigned

Physical Demands & Environmental Considerations:

The environmental and physical factors described here are representative of those that may be present in the work place while the employee performs the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; climb ladders, use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is frequently required to stoop, kneel, or crouch. Employee in this position may encounter prolonged sitting and/or standing. The employee must frequently lift and/or move up to 30 pounds, and regularly lift and/or move 50 pounds and occasional lift and/or move 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

This position may require working with a diverse group of individuals. This position will require working with students of all ages as well as parents, staff and volunteers. Employees in this position may encounter stressful situation where a professional attitude will be required. Multi-tasking is essential as deadlines and frequent interruptions are common.