

PINON UNIFIED SCHOOL DISTRICT NO. 4

JOB DESCRIPTION

POSITION/TITLE: Maintenance Worker

TERMS OF EMPLOYMENT: 12 Months

SALARY: Classified Placement Schedule – Grade 2

FLSA STATUS: Non-exempt

BENEFITS: Standard Package

QUALIFICATIONS:

1. High School Diploma/GED required.
2. Three (3) years of experience in at least 3 skill areas of the building trade field. (Carpentry, plumbing, concrete, flooring, building maintenance). Trade school/military experience may be substituted.
3. Proficiency in use of hand and power tools, any and all hardware used in building trades.
4. Must be innovative, and able to solicit ideas to solve problems.
5. Willing to acquire working knowledge of building and safety codes in order to safely maintain buildings.
6. Must have a Valid Arizona Driver's License.
7. Bilingual (Navajo/English), fluently reads and writes in English.
8. Must have proven successful employment record.

JOB GOAL: To assist the Facility Director and Maintenance Personnel in the safe maintenance, operation, and use of buildings, equipment and grounds.

DUTIES AND RESPONSIBILITIES:

1. Performs necessary maintenance, preventative maintenance, repair, and operation of building, equipment and grounds.
2. Maintains records of time, materials, and parts required in completing work assignments.
3. Reads, interprets, and searches for data from building documents including, drawings, submittals, O & M manuals, and specifications.
4. Follows detailed instructions for preventive maintenance work orders.
5. Schedules his/her own time to complete scheduled work orders on time.
6. Completes daily work sheets and turns time to the Maintenance Department Secretary each day.
7. Acquires skills in general maintenance to include: plumbing, electrical, drywall, painting, carpentry, concrete, and flooring repairs.
8. Performs plumbing, maintain hot water heaters, including solar hot water heaters, implement preventive maintenance plan to maintain efficiency.
9. Performs other duties as assigned.

PHYSICAL REQUIREMENTS: Employee will exert very heavy physical effort in doing such task as frequently lifting and moving objects weighting between 50 – 100 pounds. Job requires physical endurance in standing, climbing, bending, stretching, pulling, working in cramped positions and walking on uneven surfaces.

REPORTS TO: Facility Director

EVALUATION: Performance of this will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

Employee's Signature: _____ Date: _____