

Casey-Westfield School District C-4 Job Description

JOB TITLE:	Head Maintenance
DEPARTMENT:	Maintenance
LOCATION:	District
REPORTS TO:	Superintendent of Schools
EVALUATION:	Evaluation will be conducted by the Superintendent
EMPLOYMENT:	Twelve (12) months. Eight (8) hours per day. Additional stipend for supervision duties.
VACATION:	Two (2) weeks, three weeks after 15 years
APPROVED:	August 18, 2003

SUMMARY: To maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

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

- Examines school buildings on a regular basis for needed repairs and maintenance.
- Establishes and recommends priorities on repair projects.
- Estimates cost of repair projects in terms of labor, material, and overhead.
- Lays out, performs, and inspects work and assists assigned staff members.
- Develops a system for dealing with emergency repair problems with efficiency.
- Orders materials as needed, and makes recommendations of supplies and equipment for purchase.
- Checks drawings and plans.
- Consults with Building Principals regarding the establishment of regular preventative maintenance programs.
- Maintains records as required.
- Recruits, screens, recommends for hiring summer maintenance crafts people.
- Advises on the hiring of contractors to perform certain maintenance or repair services.
- Attends Board of Education meetings when requested by the Superintendent.
- Maintains all safety and code requirements of the State, local and Board of Education guidelines.
- Performs other tasks as directed by the Superintendent

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license with good driving record. Must be able to obtain a Commercial Driver's License. Must pass State Skill Test and State Written Test.

OTHER SKILLS and ABILITIES:

Ability to pass a district written and physical test. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform 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 frequently required to stand, walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as a tool box. Occasionally the employee will lift and/or move up to 90 lbs such as piping and pool valves. The employee will sometimes push/pull items such as tables scaffolds, and air compressors. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non-household dust. The employee must be able to meet deadlines with severe time constraints. Frequently the employee will work alone and occasionally will work irregular or extended hours. The noise level in the work environment is usually moderate and occasionally will work in a loud area.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.