

JOB DESCRIPTION

POSITION:

REPORTS TO:

SCHOOL BOARD APPROVAL DATE:

FLSA STATUS:

TERMS OF EMPLOYMENT:

EVALUATION:

SUPERVISORY RESPONSIBILITIES:

Maintenance Worker

Superintendent

August 8, 2016

Non-Exempt

In accordance with school calendar and board policy

In accordance with approved policy

SUMMARY:

The goal of this position is to maintain the physical school plants and grounds in a condition of operational excellence so that full education utilization is always possible. The maintenance worker is to provide leadership for safety, appearance, and maintenance of buildings and grounds. His/her primary responsibility is to ensure students and staff have a safe, attractive, comfortable, clean, and efficient place to learn, play, work, and develop.

QUALIFICATION/BASIC JOB REQUIREMENTS:

1. High School Diploma or GED
2. Job related experience or specialized training (preferred, but not required)
3. Hold a valid driver's license and be able to show evidence of insurability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Examines all school buildings and property for needed repairs and maintenance.
2. Subject to call beyond the regular work day and week when emergency situations arise which require immediate attention.
3. Arranges furniture and equipment for the purpose of providing adequate preparations for special events.
4. Able to work with minimum or limited supervision and follows standardized practices and procedures.
5. Establishes and recommends priorities in repair projects throughout the school year including projects for the summer months.
6. Prepares estimates of costs of repair, enhancement, or requested projects.
7. Develops a system for dealing with emergency repair problems.
8. Orders supplies and materials after securing proper approval.
9. Maintains appropriate maintenance records.
10. Assumes responsibility for comprehensive overall planning and scheduling of maintenance and repair priorities.
11. Establishes appropriate maintenance, grounds keeping, and security requirements for the entire district.
12. Insures proper maintenance standards exist system wide.
13. Receives, stores, and issues all maintenance supplies and equipment.

14. Regularly inspects all fire alarm system, fire equipment, fire extinguishers, and safety equipment such as AEDs.
15. Regularly services, washes, and maintains school passenger vehicles. Keeps maintenance and mileage records.
16. Maintains and files with the business office an inventory.
17. Keeps a list of all chemicals found in the building. Maintains Material Safety Data Book in a central location.
18. Maintains heating and cooling plant.
19. Performs other tasks and duties as assigned.

WORKING 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.

The noise level in the work environment is usually moderate to loud. Duties are performed indoors and occasionally outdoors. The employee must be able to work effectively with a myriad of teachers, administrators, parents, and various outside groups.

PHYSICAL DEMANDS: The physical demands described 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 regularly required to sit, talk, and hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch and crawl. The employee must occasionally push or lift up to 50 pounds such as boxes and AV/ VCR carts. The employee is directly responsible for the safety, well being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

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.