

Maintenance
School District Job Description

Position Title: Maintenance
Department: Building and Grounds
Reports To: Director of Building and Grounds

SUMMARY: Maintains and services district building and various equipment, including all HVAC systems. Performs, when necessary, custodial duties to maintain the campus in a sanitary, orderly, and attractive condition and other duties as required.

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

- Capable of preventive, corrective and emergency work on a wide variety of structures and systems. This position requires personnel to follow preventive maintenance schedules and duties.
 - A. PLUMBER: Maintains and up-grades plumbing to code standards
 - B. ELECTRICIAN/HVAC: Maintains and up-grades telephone, computer and electrical to code standards. Recovery certification required
 - C. CARPENTER: Makes in house repairs, remodeling, and maintain district facilities.
 - D. UTILITY/PAINTER: Works with and assists above personnel and maintains district paint schedule
- Works in public as well as maintenance areas and maintains an acceptable standard of personal appearance.
- Works on various skilled areas which include: structural, carpentry, plumbing electrical, masonry, and other as dictated by the need to maintain continuous operation of the district buildings.
- Works at various times with hazardous materials, chemicals and asbestos, but only when trained in the proper procedures, techniques or under his supervisor's instructions who has obtained these skills.
- Maintains logs, worksheets and other records
- Distinguishes the relationship between quality and quantity of work necessary in certain campus spaces.
- Is familiar with campus and departmental safety, security and the MSDS program.
- Is familiar with departmental, district and school board policies and demonstrates understanding

SUPERVISORY RESPONSIBILITIES:

None

SPECIAL REQUIREMENTS: The employee should be conscientious, dependable, prompt, be in good health, and have good personal hygiene. Standing; bending; squatting, reaching, stooping, pulling and pushing will be required. A physical may be required. Removal of lab animals, cleaning of blood, human waste, broken bottles and other offensive items and odors is occasionally required.

EDUCATION and/or EXPERIENCE:

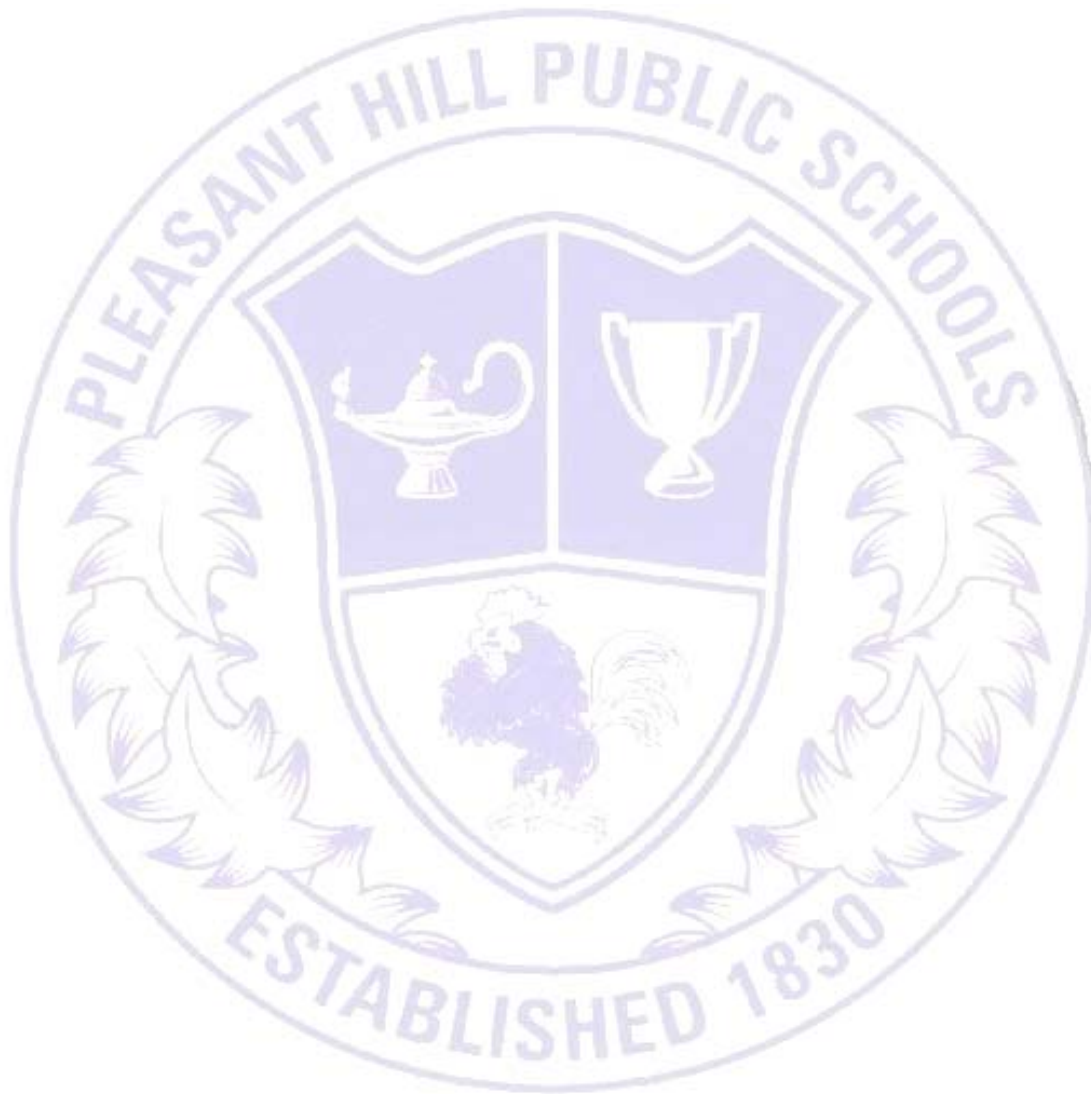
Acknowledged _____

Date _____

High school diploma or equivalent, with trade or technical school preferred. Five years preventative maintenance or construction work in trade skill required. Institutional experience is desirable. HVACR recovery certification required.

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

TERMS OF EMPLOYMENT: Twelve-month employee. Salary to be established by the Board of Education.



Acknowledged _____

Date _____