

Position Title: Maintenance Worker
Department: Maintenance
Reports To: Supervisor of Building and Grounds
Approved By: Board of Education
Date: April 26, 2010

I. Summary: Performs routine and extensive preventative maintenance and repair procedures on building, mechanical equipment and utility systems.

II. Essential Duties and Responsibilities:

- a. Perform minor and major repair of all buildings and equipment as assigned.
- b. Perform preventative maintenance procedures on building mechanical equipment on a scheduled basis: inspects belts, checks fluid levels, replaces filters and greases bearings, seals, etc., repairs or replaces broken parts.
- c. Clean and inspects boilers, treats water with proper chemicals.
- d. Write work orders when major repairs are needed by licensed workers.
- e. Repair or repair broken windows, doors, locks and handles.
- f. Complete concrete repair including tuck pointing and weld items as necessary.
- g. Perform all other duties as the Finance Director, Superintendent or Board may determine.
- h. Assist with the renovation/remodeling of buildings, repair plaster and drywall and paint structures.
- i. Maintains records of scheduled maintenance procedures.
- j. Performs outside custodial duties such as snow removal as required.
- k. Purchase locally small items for repair projects.
- l. Pull computer cable as directed and install technology hardware that requires mounting and wiring.
- m. Cooperate with the public and school employees in a courteous and professional manner.
- n. Be knowledgeable of and follow all district policies.
- o. Perform all other duties as the Director of Building and Grounds, Superintendent or Board may determine.

III. Supervisory Responsibilities:

None

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

- A. Education and/or Experience
High school diploma,
- B. Certificates, Licenses, Registrations:
CPR, AED, First Aid and current Driver's license.
- C. Language Skills:
Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- D. Mathematical Skills:
Ability to read charts, graphs and compute sums.
- E. Reasoning Ability:
 - 1. Ability to define problems, collect data, establish facts and draw valid conclusions.
 - 2. Ability to interpret an extensive variety of technical instruction and deal with several abstract and concrete variables.
 - 3. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members and the general public.
- F. Technology Skills:
 - 1. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.
 - 2. Demonstrate appropriate software skill levels for word processing, spreadsheets, database, presentations, and telecommunications.
- G. Other Skills and Abilities
Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.
- H. Physical Demands:
 - 1. 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.
 - 2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

3. Must be able to exert 30-60 pounds of force occasionally and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move object.

I. Work Environment:

1. 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.
2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.