

**JOB DESCRIPTION – MAINTENANCE WORKER**

**Qualifications:** Must be capable of doing manual labor, including lifting of 50 pounds regularly and as much as 100 pounds occasionally, walking, and climbing, possess maintenance skills, and must have a valid driver's license. Must also have experience, training, and/or schooling in handling all types of maintenance work required to effectively and efficiently operate school buildings including the ability to operate and maintain equipment, skills in plumbing, electrical, welding, carpentry, and mechanical work, the personality to work cooperatively with fellow employees and the general public maintaining a friendly, accommodating demeanor, and the self-motivation to accomplish the assigned and implied requirements of the position.

**Basic Function:** Maintain buildings and grounds in a safe, working, and healthy condition by performing routine and emergency maintenance and custodial work as well as special projects as assigned by the head custodian.

**Reports To:** Head Custodian

**Job Goal:** Assist in maintaining and cleaning buildings.

**Work Schedule:** Regular full-time position.

**Responsibilities:**

1. Cleaning
  - a. Assist with cleaning duties as needed.
  - b. Check outside of building for debris daily.
  - c. Report to head custodian any unsafe, unhealthy, or unusual situations.
2. Supplies
  - a. Obtain supplies and equipment from head custodian.
  - b. Keep only supplies needed for immediate use in the building.
  - c. Use supplies efficiently.
  - d. Load, unload, and lift supplies and materials.
3. Building Security
  - a. Lock all outside doors when last to leave a building.
  - b. Use only legal methods of preventing entrance.
4. Energy Conservation
  - a. Ensure that all lights not in use are out especially after school hours.
  - b. Report any heating system malfunction to head custodian as soon as possible.

5. Employee and Student Relations
  - a. React cooperatively and in a friendly manner to employee requests.
  - b. Report to the building principal student misbehavior.
  - c. Take immediate action against students only to prevent harm to persons or property.
  
6. Working Hours
  - a. Notify supervisor whenever leaving building or grounds.
  - b. Follow work schedule established by head custodian.
  
7. Routine Maintenance Work—Complete routine maintenance tasks as assigned by the head custodian.
  - a. Carpentry work—woodworking tasks including but not limited to repair of woodwork, shelving, cabinetry, and other equipment and furniture.
  - b. Plumbing Work—replacement, repair, and installation of plumbing fixtures including but not limited to faucets, sinks, toilets, urinals, and basins.
  - c. HVAC—replacement, repair, and installation of heating, ventilation, and air conditioning equipment including but not limited to basic boiler and air conditioning components, and thermostats.
  - d. Electrical—replacement, repair, and installation of electrical devices including but not limited to switches, outlets, and lights.
  - e. Welding—perform basic metal work including welding as needed.
  - f. Prioritize and complete maintenance requests as directed by the head custodian.
  
8. Summer Maintenance Work
  - a. Complete summer maintenance work **and/or cleaning** as scheduled by head custodian.
  
9. Other Responsibilities
  - a. Promote a positive image of the District at all times.
  - b. Assist with snow plowing, shoveling, and salting.
  - c. Check oil and report any mechanical problems on trucks and lawn equipment.
  - d. Perform non-routine duties at the direction of the supervisor and/or building principal.

Approved: June 20, 1994

Revised: November 3, 2008