

## **Maintenance Personnel**

### **Desired Qualifications:**

Understanding of all mechanical equipment in buildings.

Make proper decisions on the repair and replacement of school facilities and equipment.

Must be in good health and physically able to handle a large amount of freight.

Ability to work with the administration, teachers, staff, students and parents.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **Reports to:**

Director of Maintenance and Business Manager

### **Position Goal:**

To provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning.

### **Functions of Maintenance Personnel:**

Performs minor and major repair of all buildings and equipment.

Performs preventive maintenance procedures on building mechanical equipment on a scheduled basis; inspects belts, checks fluid levels, replaces filters, greases bearings, seals, etc.; repairs or replaces broken parts.

Cleans and inspects boiler; treats water with proper chemicals.

Keeps informed of the latest trends, developments, and products in the areas of maintenance, repair, and upkeep.

Replaces broken windows; repairs doors and door locks.

Repairs electrical equipment and control circuits; replaces faulty electrical switches; repairs refrigeration equipment.

May repair electrical locks and control panels to maintain building security.

Responds to emergency maintenance requests as required.



Assists with the renovation/remodeling of buildings; repairs plaster and drywall; paints building structures.

Maintains records of scheduled maintenance procedures.

Orders materials as needed and makes recommendations of supplies and equipment for purchase.

Checks drawings and plans on new construction and repair.

Consults with Director of Maintenance regarding the establishment of regular preventative maintenance programs.

Submits all required reports in a timely fashion.

Keeps kitchen equipment in reliable condition.

Performs routine maintenance on boilers, coolers, and grease pit.

Annually inspects the playground equipment and indoor and outdoor bleachers for loose bolts, broken supports, sharp corners and any other problems that affect the safe use of equipment.

Removal of snow and ice from sidewalks, parking, loading dock area and playground before the start of the school day.

Helps with the mowing, watering, fertilizing, and control of weeds on the school grounds and athletic facilities.

Delivers freight, supplies, and lunch items to buildings as needed.

Haul equipment, supplies, and furniture between centers as necessary.

Pick up supplies from local stores or business places when necessary.

Re-stripe and maintain the parking lots, loading dock area and playground slab.

Handle light construction, remodeling and repairs to any building damage.

Cooperates with and works in a courteous manner with coworkers and other personnel.

Participates in professional meetings as required.

Follows all district policies, including those relating to a drug-free school.

Contributes to an effective and efficient school district.

Demonstrates organization and professionalism in fulfilling the responsibilities of the job.

Greets all students, faculty, staff, and visitors courteously.

Maintains a positive rapport with students, staff, parents and the community.

Dresses appropriately for the position and work required.

Demonstrates a positive attitude toward school, students and job and communicate the same to the community.

Accepts constructive criticism and suggestions and seeks to improve each performance responsibility.

Maintains confidentiality in the school operation.

Adheres to applicable state and federal laws, rules and regulations, board policies and administrative rules.

Other duties as assigned.

**Terms of Employment:**

Salary and benefits to be determined by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated with the provisions of the Board's policy on evaluation of support services personnel.