

USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

POSITION TITLE: **SKILLED MAINTENANCE - PHMS**

SUPERVISOR: Supervisor of Building and Grounds

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non-Exempt

QUALIFICATIONS:

1. High school diploma or equivalent
2. Experience in maintenance work with working knowledge of various phases of maintenance
3. Must be able to read, write and comprehend written and oral instructions
4. Licensed driver in the state of Kansas
5. Maintain current TB testing as required by Health Department regulations

ESSENTIAL FUNCTIONS:

1. Maintain, troubleshoot, test and calibrate HVAC equipment for the purpose of ensuring all equipment is working properly.
2. Perform preventative maintenance on all assigned equipment and respond to emergency calls after regular work hours for the purpose of maintaining building equipment.
3. Ensure that all work is done according to standard practices, design specifications, and provincial and local building codes to ensure safe and accurate maintenance.
4. Provide response and corrective action for urgent building operational items, indoor air quality, thermal comfort parameters and environmental issues to ensure a safe and comfortable work environment.
5. Maintain appropriate records including complete equipment repair history, work orders, daily job card, vehicle records, test reports, and other related data for the purpose of having references to all archived work.
6. Serve as a liaison with consultants, contractors, inspectors, suppliers and other departments on maintenance and project work to provide expert advice and oversight.
7. Complete and document work orders prior to submission to supervisor to provide accountability for any work within the department.
8. Provide written reports on any inspections and/or tests and make recommendations to improve performance.
9. Maintain clean and orderly conditions in all work areas, including shop, monitoring station, vehicle and school sites to ensure a safe work environment.
10. Perform general maintenance duties which include glass and floor/ceiling tile replacement and door repair or replacement for the purpose of keeping up the appearance of each building.
11. Report need for minor or major repairs to building systems for the purpose of regular maintenance.
12. Perform grounds keeping duties which shall include but not be limited to: (a) Keep grounds/playing fields in preparatory condition; (b) Pick up litter, tree limbs, mow, trim and cultivate shrubs and trees; (c) Clean snow, ice and debris from sidewalks, assist in emergency clean-up for the purpose of providing a safe and aesthetically pleasing environment for students and staff members.
13. Assist with moving, hauling and rearranging furniture as classroom or building revisions are made for the purpose of ensuring that the facility is ready for any regular or special activities.
14. Pick up, haul, and deliver equipment and supplies to ensure that each building has the appropriate equipment and supplies.
15. Use cleaning implements, equipment, machinery and vehicles provided by the district to accomplish job tasks.
16. Perform sports set-up and tear-down both inside and outside.
17. Respond to change and frequent interruptions in a productive and positive manner.
18. Operate all equipment and machinery appropriately as necessary.

19. Work as a substitute in the custodial department as needed.
20. Ensure all activities conform to District guidelines.
21. Communicate and work effectively and cooperatively with members of the school district and community to ensure a positive work environment.
22. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
23. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Manage job requirements with physical mobility to move from place to place (walking, standing, stooping, pushing, pulling, kneeling, crawling, turning, reaching, climbing, balancing, lift up to 60 pounds on a daily basis), and use large, heavy equipment
2. Must work in and around dust, fumes and odors
3. Must work indoors and outdoors year-round in a variety of temperatures
4. Must work in noisy, crowded environments, with numerous interruptions
5. Requires regular attendance and physical presence at the job

TERMS OF EMPLOYMENT: At will

PERFORMANCE REVIEW: Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 5/13/2013