

Position Title: Maintenance
Department: Facilities
Reports To: Director of Facilities

SUMMARY: Maintains and services district buildings and various equipment, including all HVAC systems. Performs 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
- Maintains, up-grades, and performs preventive maintenance on HVAC equipment at all school facilities
- Maintains, up-grades, and performs preventive maintenance on electrical components of all school facilities
- Maintains, up-grades, and performs preventive maintenance on plumbing components of all school facilities
- Maintains district facilities by performing in house repairs on walls, floors, ceilings, doors, counters, cabinets, painting, roofs, and other building components as needed
- Works in public as well as maintenance areas and maintains an acceptable standard of personal appearance
- Works on various skilled areas which include: HVAC, carpentry, plumbing electrical, masonry, and other areas 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, computerized work order system, and other records
- Distinguishes the relationship between quality and quantity of work necessary in certain campus spaces
- Will be required, at times, to work overtime (nights and/or weekends) to ensure tasks are completed in a timely manner, or in an emergency or urgent situation
- 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: Minimal

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:

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.

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.