

Maintenance Staff

Reports to: Maintenance Supervisor

Qualifications

The Maintenance Staff should be able to:

1. Show expertise or familiarity in HVAC, plumbing, electrical wiring, welding, painting, roof work, carpentry, floor cleaning, and waxing.
2. Work with a minimum of supervision.
3. Perform demanding physical labor and tasks/skills required to maintain the school plant.

Other Requirements

Clearance on background check that is satisfactory to the Senior Administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

Functions

1. Maintain school physical plant and grounds and assist in the maintenance of a safe, clean, and healthy school environment.
2. Report to work appropriately dressed and in proper condition to perform all assigned duties.
3. Efficiently organize the daily routine and the work schedule.
4. Maintain all buildings, grounds, and equipment using own expertise and in-house labor as much as possible.
5. Recommend purchase of maintenance supplies and equipment.
6. Assist with in-house renovation projects.
7. Carry out preventative maintenance and regular maintenance programs as directed by the Director of Physical Plant.
8. Advise the Maintenance Supervisor of maintenance concerns.
9. Report major equipment malfunctions to the Maintenance Supervisor.
10. Execute specific projects as directed by the Maintenance Supervisor or Director of Physical Plant.
11. Assist in the establishment of energy conservation programs.
12. Institute energy conservation measures where feasible.
13. Be responsible for testing security, fire extinguishers, alarms, and heating and cooling systems.

14. Assist the Director of Physical Plant in providing an inventory of all maintenance supplies and equipment.
15. Periodically inspect building structure; maintenance of roofs; and exterior walls, doors, windows, ceiling, floors, etc.

Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Physical Plant and Maintenance Supervisor in consultation with the Business Manager.

Type of Position

12 months, Non-exempt

The statements herein describe the general nature and expectations of work performed by the employee assigned to this position. The functions listed are not exhaustive and assigned responsibilities and functions are at the discretion of the Superintendent or designee.

Employee Signature: _____ Date: _____

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