



Job Description Maintenance

Employment Status: Full-Time

FLSA Status: Non-Exempt

Calendar: 260 Days

Experience Required: Some experience in maintenance and custodian responsibilities.

Minimum Education Requirements: High School Diploma or G.E.D.

Department: Maintenance/Custodians.

Direct Supervisor: Director of Operations.

Primary Work Location: School setting.

Certification: Asbestos Awareness Training.

Job Summary: Provide students with a safe, attractive, clean, and efficient place in which to learn, play, and develop.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Keep building and premises, including sidewalks, driveways, and play areas, safe at all times.
- Regulate heating, ventilation, and air-conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
- Shovel, plow, and ice melt walks, driveways, parking areas, and steps, as appropriate.
- Complete work orders in an efficient and timely manner.
- Complete preventative maintenance within the month that it is due.
- Perform all grounds keeping work and the maintenance of the district's athletic fields.
- Ensure all grounds, tools, HVAC and related building equipment are maintained properly and in good working order.
- Ensure that all facilities and grounds are well-maintained.
- Attend classes and seminars, when appropriate.
- Report any safety concerns to the Director of Operations, Maintenance Supervisor, or the Building Administrators.
- Perform related work as required.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Repair and maintenance of machines and tools.
- Materials, methods, and the tools involved in the maintenance and repair of facilities.
- Occupational hazards and safe working practices.

Skills

- Written and oral communications and relational skills.



Job Description Maintenance

- Follow and relay written and oral instructions.
- Repair machines or systems using the needed tools.

Abilities

- Must be able to successfully complete a background investigation.
- Lift 80 pounds.
- Stand on feet for long periods of time.
- Stoop, bend over, and climb ladders.
- Work in all climate weather.
- Read labels, instructions, and other work-related materials.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Effective Date:



Job Description Maintenance

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date