

Service Employees International Union Local 73  
Custodial and Maintenance Staff  
and  
Aurora School District 129



Union Redline  
August 13, 2020

**The Union reserves the right to add, amend, modify and/or delete proposals contained within. Additional proposals may be added throughout negotiations**

AN AGREEMENT BETWEEN  
SERVICE EMPLOYEES INTERNATIONAL UNION  
LOCAL 73 AND  
THE BOARD OF EDUCATION OF SCHOOL  
DISTRICT 129  
July 1, 2020 to June 30, 2024



## TABLE OF CONTENTS

<b>ARTICLE</b>	<b>PROVISION</b>	<b>PAGE</b>
ARTICLE I	RECOGNITION OF BARGAINING UNIT	1
ARTICLE II	EMPLOYEE RIGHTS AND RESPONSIBILITIES	2-5
ARTICLE III	WORKING CONDITIONS	6-11
ARTICLE IV	COMPENSATION	12-13
ARTICLE V	RETIREMENT	14
ARTICLE VI	INSURANCE	15
ARTICLE VII	LEAVES	16-19
ARTICLE VIII	REDUCTION IN FORCE	20-21
ARTICLE IX	PROBATIONARY PERIOD AND DISCIPLINE	22
ARTICLE X	VACANCIES, TRANSFERS AND REASSIGNMENTS	23-24
ARTICLE XI	GRIEVANCE PROCEDURES	25-28
ARTICLE XII	NO STRIKE PROVISION/NO LOCK-OUT PROVISION	29
ARTICLE XIII	MISCELLANEOUS	30-31
	SIGNATURE PAGE	32
EXHIBIT A	SALARY SCHEDULES	33-34
APENDIX	JOB DESCRIPTIONS	35-60

## **ARTICLE I RECOGNITION OF BARGAINING UNIT**

### **A. Bargaining Agent**

The Board of Education, Aurora (West) Public School District 129, Aurora, Illinois ("Employer") recognizes Local 73 Service Employees International Union ("Union") as the sole bargaining agent for all full and part time (part time is defined as any employee working less than thirty 30 hours per week) engineering staff, maintenance staff, and low voltage technicians with the exception of supervisors, managerial employees, confidential employees and temporary employees as such excluded employees are defined in Section 2 of the Illinois Educational Labor Relations Board.

## **ARTICLE II EMPLOYEE RIGHTS AND RESPONSIBILITIES**

### **A. Dues Deduction**

Upon receipt of a lawfully executed written authorization from an employee, the Board shall, during the term of this Agreement or until authorization is revoked in accordance with its terms, deduct the regular bi-monthly union membership dues or initiation fee of such employees from their paychecks, and shall, on a bi-monthly, remit such deduction to the official designated by the union in writing to receive the same. The union shall notify the Board in writing of the exact amount of bi-monthly membership dues to be deducted. The authorization provided for by this section shall conform to all applicable Federal and State laws. The union shall refund to the Board or to the employee any dues which may be deducted erroneously or any monies which may be remitted erroneously to the union. The union will indemnify and hold harmless the Board of Education, its members, its agents and its employees from any and all claims, demands, actions, complaints, suits or other claims or liability by reason of a faithful execution of this provision. The parties agree to abide by the Illinois Educational Labor Relations Act.

- B. The Union shall indemnify and save harmless the Board and all of its agents and employees from any and all claims, demands or suits resulting from any reasonable action, or failure to act, by the Board or any of its agents or employees for the purpose of complying with the provisions of this article. The Board retains the right to select its own attorneys and the Union agrees to reimburse the Board for reasonable attorney fees incurred in connection with this provision.

### **C. Non-Discrimination**

The Board shall not unlawfully discriminate against any employee on the basis of sex, race, color, creed, protected Union activity, or national origin. Any claim that there has been such unlawful discrimination shall not be subject to the binding arbitration procedures of this contract.

### **D. Monitoring of the Conditions of the Buildings and Premises**

Custodians shall immediately report any condition that requires repair or constitutes a dangerous condition to their supervisor and/or the building principal. The District shall provide an electronic form to be used to report such conditions.

#### E. Evaluations

Employees shall be evaluated in writing at least one time every other school year. Employees shall receive a copy of his/her evaluation and the contents will be reviewed by the employee with the Director of Operations and/or the building principal or facility director. New employees will be evaluated at 60 days.

#### F. SEIU COPE Payroll Deduction

The District, upon receipt of a payroll deduction authorization card signed by the employee, shall deduct from the wages of such employee the amount specified on the card as a regular contribution to SEIU COPE. The District will regularly remit such sums deducted for that purpose to the Union. The employee may at any time revoke his/her authorization of the SEIU COPE payroll deduction in writing on a form provided by the Union for that purpose. The Union shall indemnify and save harmless the Board and all of its agents and employees from any and all claims, demands or suits resulting from any reasonable action, or failure to act, by the Board or any of its agents or employees for the purpose of complying with the provisions of this section. The Board retains the right to select its own attorneys and the Union agrees to reimburse the Board for reasonable attorney fees incurred in connection with this provision.

#### G. Recognition of Web-Based and Electronically Recorded Sign-Ups

The Union will provide to the Employer verification that dues deductions have been authorized by the employee. Employees may express such authorization by submitting to the Union a written membership application form, through electronically recorded telephone calls, by submitting to the Union an online deduction form authorization, or by any other means of indicating agreement allowable under state and federal law.

The parties acknowledge and agree that the term "written authorization" and any similar terms used in this Agreement includes authorizations created and maintained by use of electronic records and electronic signatures consistent with state and federal law. The Union, therefore, may use electronic records to verify Union membership, authorization for voluntary deduction of Union dues and fees from wages or payments for remittance to the Union, and authorization for voluntary deductions from wages or payments for remittance to COPE Funds, subject to the requirement of state and federal law. The Employer shall accept confirmations from the Union that the Union possesses electronic records of such membership and give full force and effect to such authorizations as "written authorization" for purposes of this Agreement.

#### H. Access to Employee Lists

In accordance with the Illinois Educational Labor Relations Act, the Employer will send the Union a list of all current employees, which shall include each employee's name, address, all telephone numbers (including personal phone numbers if available), work email address, job title, base hourly pay rate, identification number, and gross pay. The list will be provided in an agreed-upon format and transmitted electronically on a monthly basis.

The Union shall have the right to send emails to the members of the bargaining unit, with their origin as Union communications being clearly identified, regarding meeting notices and any other Union business.

In order to foster good communications among members of the bargaining unit, the Employer shall post a full and complete copy of this Agreement within ten (10) days of the signing of this Agreement on the Human Resources page of its website.

#### I. Access Other than at Orientation Meetings and Trainings

Officers and representatives of the Union, including stewards, will have access to the Employer's premises for the purpose of engaging in Union business. When Union representatives enter the employer's premises for such purposes, they will notify the Employer by whatever reasonable means are available, or by any specific means the Employer has designated, as soon as practical. The term "Union business" for the purposes of this Article shall include, but not be limited to, meeting with bargaining unit members, either individually or in groups; investigating grievances or potential grievances; meeting with management for any purpose; posting or distributing notices or other information; or any other legitimate union purpose.

#### J. Union Steward Representation Activities

The Union may designate union stewards who shall be granted reasonable time during working hours to conduct union representation activities without loss of pay. A non-exhaustive list of union representation activities includes adjusting disputes, observing and investigating working conditions, collecting dues/fees, meeting with employees concerning possible union membership, conducting new employee orientations, ascertaining that this Agreement is being adhered to, representation of employees at meetings, including pre-disciplinary meetings, investigating and processing grievances, up to and including arbitration, engaging in union contract negotiations and labor-management meetings with

the employer, participating in union steward training, posting or distributing notices or information, and other legitimate union business.

#### K. Union Bulletin Board

The District shall provide a bulletin board in each facility for use by the union readily accessible to all bargaining unit employees. The union may post material on the bulletin board for any legitimate union purpose.



## **ARTICLE III WORKING CONDITIONS**

### **A. Work Day and Work Week by Position Classification**

1. Day Engineer- Work week shall consist of forty (40) hours per week. In addition to the eight (8) hour work day, the employees shall have an unpaid lunch period of thirty (30) minutes. Working hours for this shift will generally between the hours of 5:00 am and 5:30 pm.
2. Mid-Shift Engineer- Work week shall consist of forty (40) hours per week. In addition to the eight (8) hour work day, the employees shall have an unpaid lunch period of thirty (30) minutes. Working hours for this shift will generally between the hours of 1:00 pm and 9:00 pm.
3. Building Engineers - Work week shall consist of forty (40) hours per week. In addition to the eight (8) hour work day, the employees shall have an unpaid lunch period of thirty (30) minutes. Working hours for this shift will generally between the hours of 5:00 am and 5:30 pm.
4. Night Engineer - Work weeks shall consist of forty (40) hours per week. The work day will include one-half hour paid lunch each day while on the night shift. Employees may not leave the building during their shift or for lunch. Exceptions to this rule may be made on a case-by-case basis at the discretion of the building principal, or the Assistant Superintendent for Operations or designee on a non-precedential basis. Working hours for this shift will generally be 3:00 PM to 11:00 PM.

Night engineers may be assigned to the day shift when necessary and may work the day shift during the summer. When working during the summer, winter and spring breaks, night engineers may work the same shift and hours as the day engineers.
5. Non-Traditional Work Week (NTWW) Engineer- Work week shall consist of forty (40) hours per week. In addition to the eight (8) hours work day, the employees shall have an unpaid lunch period of thirty (30) minutes. Work week will typically run from Saturday through Wednesday for those hired into the position prior to May 1, 2017. Postings for any positions created after May 1, 2017 will specify the required work week.
6. Utility Engineer- Work week shall consist of forty (40) hours per week. In addition to the eight (8) hour work day, the employees shall have an unpaid lunch period of thirty (30) minutes. Working hours and work week will vary according to daily assignment.
7. Temporary Positions - Employees shall normally not be employed in such temporary positions for more than three (3) months unless a temporary employee is filling in a for a bargaining unit employee on a Board-approved leave of absence.

8. Maintenance - Work week shall consist of forty (40) hours per week. In addition to the eight (8) hour work day, the employees shall have an unpaid lunch period of thirty (30) minutes. Working hours for this shift will generally be between the hours of 5:00 am and 5:30 pm.

9. Utility Maintenance - Work week shall consist of forty (40) hours per week. In addition to the eight (8) hour work day, the employees shall have an unpaid lunch period of thirty (30) minutes. Working hours for this shift will generally be between the hours of 5:00 am and 5:30 pm.

10. Temporary Snow Removal - Work week shall be on a call-in basis for snow removal during the winter.

11. For salary schedule purposes, the term Maintenance may include different job categories including but not limited to skilled trades, general maintenance painters, grounds and skilled trade assistants. Each category may have its own schedule.

12. Part time – Part time positions are any positions that require fewer than thirty (30) hours of work per week. Working hours and work week for part time positions will be determined by need and posted and contracted accordingly. Job Descriptions - The District shall develop a job description for each of the positions in the bargaining unit. The job descriptions will be reviewed annually by a committee composed of District administration and the union.

13. Qualifications and Training – All Building Engineers skilled trades, maintenance, skilled trade assistants and painters are required to be certified as deemed necessary by the District after conferring with the Union.

The District will work collaboratively with SEIU Local 73 to provide ongoing training in areas relevant to the assignments within the bargaining unit. Where appropriate, the District may provide training in-house and may utilize SEIU Local 73 members as instructors. If a local member is to conduct the training, a reasonable amount of notice and preparatory time outside of the regular work day may be requested. When outside training is required, the District will share equally the costs of the trainer and materials with SEIU Local 73 and pay employees to attend professional development classes. All professional development must be pre-approved by the Assistant Superintendent of Operations or designee and a representative from SEIU Local 73.

Annually members will be provided with notification of the certifications that they have obtained. It is the member's responsibility to insure the certifications listed are accurate and to provide supporting documentation where necessary.

14. Out-of-Classification Work - An employee assigned to work in a classification other than the one assigned shall receive the original assignment's rate of pay unless the work requires monitoring or working on a boiler. In that case, the employee must have boiler certification and will receive the rate of pay of that classification. Also, if an employee works in a classification other than the one assigned for more than five (5) days to a maximum of ten (10) days, the employee will receive the higher of the two hourly rates of pay.

15. Change in Working Hours or the Work Week - If the District finds it necessary to change the established work hours or work week, it will notify the bargaining unit employee(s) and the Union as far in advance as possible, but not less than ten (10) calendar days before implementing the change. The District will, upon request from the Union, arrange a meeting to discuss the change prior to the implementation for the purpose of reaching mutually acceptable resolution of any conflicts. This provision includes changes to summer hours.

16. Job descriptions - Job descriptions will be attached as an appendix to this agreement.

#### B. Rest Period

During every four-hour period of work, employees will be permitted a fifteen (15) minutes paid rest period to be taken at the job site or building where the employee is working. Rest periods are to be taken at times which do not interfere with the flow of the work and shall not be added to the lunch break.

#### C. Overtime

1. The work week begins at 12:01 a.m. on Monday and ends at 11:59 p.m. on Sunday night. All hours worked in excess of forty (40) hours within a work week will be paid as overtime at one and a half the employee's regular hourly rate of pay.

2. For non-traditional work week employees, the work week begins at 12:01 a.m. on the first assigned day of the week and ends at 11:59 p.m. on the fifth night. All hours worked in excess of forty (40) hours within a work week will be paid as overtime at one and a half the employee's regular hourly rate of pay.

3. The District will rotate overtime opportunities by building and shift at the elementary/middle schools and by seniority at the high school. When there is need for overtime work to be done at an elementary/middle school, the day engineer within that building will be given the opportunity to work those hours. If he/she declines, the offer is made to the night engineer. If he/she declines then a utility engineer is called to work those hours. When there is need for overtime work to be done at the high school, the most senior

engineer in the building will be given the opportunity to work those hours. If he/she declines, the offer is made to the next most senior member in that building. This process continues until someone accepts the offer. The next time the need arises for overtime work to be done at the high school, the offer is made to the next person on the list after the person who accepted the last overtime hours. If no one on the seniority list at the high school accepts the offer of overtime hours, the hours are given to a utility engineer. The District will maintain records about when it offers overtime opportunities and to whom. The Union and employees shall have access to these records upon request. The District will assign a supervisory employee to distribute overtime opportunities. Staff interested in overtime will fill out a weekly overtime sheet and turn it into the Director of Operations. Barring extraordinary circumstances, no bargaining unit employees will be disciplined for assigning overtime incorrectly.

#### D. Emergency Call-Back

1. An employee called back to work on any day after having left the premises shall be guaranteed and paid a minimum of two hours of overtime. This provision does not apply to instances when an employee is called in to start the shift early.
2. Employees called back on Sundays or holidays will be guaranteed a minimum of two hours work paid at double time. This provision does not apply to scheduled work on Sundays or holidays.

#### E. Holidays

1. Holidays with pay are as follows:

Independence Day

Labor Day

Columbus Day

Thanksgiving Break (Wednesday, Thursday, Friday) Christmas

Day and the first work day prior to Christmas Day New Year's

Day and the first work day prior to New Year's Day

Martin Luther King's Birthday

President's Day

Friday before Easter

Memorial Day

2. Employees must either work the day before and after a paid holiday or use paid vacation or personal leave time on those days.

3. Legal holidays which fall on Saturday or Sunday shall be compensated by adding one (1) additional day's pay at the employee's regular rate or by having the day prior to or immediately following declared a vacation day for all employees. The District may change these designated holidays as necessary. If a holiday is eliminated the District will work collaboratively with the union to designate a replacement holiday.

#### F. Vacation

Employees hired before July 1, 2017 will be granted twenty (20) days of vacation after completing the probationary period. Employees are not barred from using their vacation time during winter, spring or summer break, subject to coverage limitations. Employees may bank up to forty (40) days of vacation. Any unused vacation days over forty (40) will be removed from the employee's vacation balance. The District reserves the right to prorate the current year's allotment of vacation days for any staff who leave before a full year of service.

For new hires after July 1, 2017 the following vacation will be granted:

Year 1	5 days
Years 2-5	10 days
Years 6-8	15 days
Years 9+	20 days

By April 1 of each year employees will submit to the District in writing their preferences for vacation for the ensuing school year commencing July 1 and running through June 30. Where conflicts in vacation requests submitted on time exist, the more senior employee will be granted the time off. The District will notify employees no later than May 1 each year whether or not their vacation requests have been granted. Requests for vacation submitted at other times must be made at least four (4) weeks in advance and not conflict with the scheduling of building coverage and the flow of work. The District may grant requests to use vacation with less than four (4) weeks notice on a non-precedent setting basis.

#### G. Distribution of Work

A Labor Management work committee with equal representation selected by SEIU and management will be formed to attend the issues on an as needed basis. The initial charge of the committee will be to assess the needs of the district and to help to determine equity in the distribution of work. These initial meetings will be held quarterly. The committee will also consider the appropriate allocation of any additional FTE provided by the district.

Criteria to be considered in the evaluation included square footage, room type and work required. Any committee work performed outside of the normal work day is not eligible for compensation.

On an ongoing basis, the committee may meet in smaller groups based on level to address concerns or to collaborate on upcoming projects and district initiatives.

## **ARTICLE IV COMPENSATION**

### **A. Salary Schedule**

Exhibit A contains current salary schedules for day engineers, mid shift engineers, night engineers, building engineers, non-traditional work week building engineers, utility engineers and maintenance, skilled trades, skilled trade assistants, and painters.

For the 2020-21 school year, all employees shall receive a \$1.00 per hour increase. For 2021-22, 2022-23 and 2023-24, all employees shall receive an increase of 2% plus one-half of CPI-U (used to determine District's tax revenues) with a floor of 1.0% and a ceiling of 4.0% (raised of 0.5%-2.0%).

### **B. Salary Schedule Placement**

The District may grant newly hired employees with verifiable work experience credit on the salary schedule up to Step 3 on their respective scale.

Employees who move from lower paid engineering position to a higher paid engineering position will be placed on the appropriate salary schedule according to accrued years of service.

Employees who change classification from engineering to maintenance, assistant or skilled trade will receive an increase of \$3 per hour or step 1 of the schedule whichever is higher.

### **C. Longevity**

While those currently receiving the \$1,000 longevity stipend (non-compounding) will continue, no new members will be eligible for longevity stipend.

### **D. Skilled Trades**

The previously agreed to salary schedules for skilled trades and skilled trades assistants will be added to the contract.

Skilled trade employees will receive \$1,000 stipend annually (non-compounding).

### **E. Building Checks**

Building checks will be assigned by District administration on an as-needed basis. The number of assignments, the buildings to be checked and the hours worked will be at the

administration's discretion. The assignments will be offered to employees on a rotating basis based on seniority within the District. If during a building check an employee discovers work that must be done, a report will be made to the Buildings and Grounds Director who will authorize the assigned work and make necessary adjustments for the remaining building checks.

#### F. Attendance Bonus

Employees who have 2 occurrences or less per semester will be eligible for a \$200 attendance bonus each semester. Employees who have two occurrences or less in both semesters in a school year will receive an additional \$400.

Multiple sick days in a row will be considered one occurrence if they are related to a single health event. Bereavement leave, vacation time, pre-scheduled personal days are not considered an occurrence. Any portion of a sick day is an occurrence. If the District requires someone to quarantine, those quarantine days will not be considered an occurrence.

In order to be eligible for the bonus, Employees must work 75% of their contract days.



## **ARTICLE V RETIREMENT**

### **A. District Paid Retirement Stipend**

1. An employee who has a minimum of ten (10) years' service with the district, who is/will be 55 years of age by June 30 of the year in which he/she intends to retire and who submits an irrevocable letter of intent to the School Board no later than February 1 of the year of retirement will be eligible for one of the following retirement options:

A retirement stipend of five thousand (\$5,000.) dollars to be paid on the payroll period thirty (30) days after the last day worked.

If an eligible employee submits a notice of their intent to retire up to 4 years prior to their retirement date, they will receive an increase of 2% over and above any other scheduled increases not to exceed 6%.

No category movement in the least four years of retirement may result in an IMRF penalty to the district.

If an employee returns to the district in another role, they are not eligible for an additional incentive.

### **B. District Paid Retirement Benefit**

The Board shall pay up to 4.5% of the employee's Illinois Municipal Retirement Fund (IMRF) obligation and shall remit these funds to IMRF.

## **ARTICLE VI INSURANCE**

### **A. Health and Hospitalization**

For each employee working thirty (30) or more hours per week and who desires to participate, the District shall contribute an amount equal to 85% of the total premium cost for individual (single) coverage and 70% of the total premium cost for one or more dependents or family coverage toward a group health plan provided by the district.

In the event that any carrier returns money to the District, this money shall be used to maintain rates for all members.

### **B. Life Insurance**

The Board shall provide a group term life insurance policy in an amount equal to \$50,000 for each full time employee of at least 30 hours per week. All employees are subject to any eligibility requirements for insurance.

## **ARTICLE VII LEAVES**

### **A. Sick Leave**

1. Each year on July 1, twelve (12) district paid sick leave days will be granted to all employees who have completed the probationary period. Unused district paid sick leave days may accumulate to a maximum of 180 days. Sick leave may not be granted for routine medical treatment, including routine dental services, unless agreed to by the supervisor and employee. Proof of illness, as certified by a physician, must be furnished upon request of the Administration Office.

2. Employees who begin employment after July 1 or who terminate employment prior to June 30 will be allocated district paid sick leave days on a pro-rated basis.

3. Employees must notify the Director of Operations of any absence by 5:30 AM for day shifts and 11 AM for evening shifts so that arrangements can be made for reassignment of duties. Notice of pending return also must be given as early as possible to prevent unnecessary duplication of cost and service should such services be provided.

4. Sick leave may be used for illness, injury or to care for an employee's immediate family or a member of the household with a health condition that requires treatment or supervision. Immediate family is defined as spouse, children, parents, sister, brother, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, aunt, uncle, stepparents, and stepchildren. Serious illness will be determined by a certificate from the attending physician upon request of the Administration Office.

### **B. Parenting Leave**

An employee shall be granted parental/child-rearing leave of absence without pay if no sick or vacation days are available if a written request for such leave is submitted. This leave will be granted for the birth or adoption of a child. An employee desiring parental/child-rearing leave as a result of the birth of a child shall make such request in writing to the Executive Director for Human Resources or designee at least ninety (90) calendar days prior to the anticipated birth of the child. Said request will be submitted to the Board for approval.

The employee shall supply a statement from the attending physician indicating anticipated date of birth. The date of the commencement of the leave shall be a date mutually agreeable to the employee and the Executive Director for Human Resources. Irrespective of the agreed upon date for commencement of the leave, it shall begin on the actual date of delivery or the date on which the employee is medically unable to continue employment.

The leave shall not exceed the balance of the school year in which it commences and one additional school year. An employee on parental/child-rearing leave shall be required to give notice of his/her intent to return to the District by March 1 of the year prior to the school year he/she intends to return. Said employee shall be returned to the same position he/she left, or another position for which the employee is qualified. Any employee granted a parental/child-rearing leave who completed ninety (90) days of the school term prior to his/her leave shall be considered to have completed a full year for the purposes of vertical advancement on the salary schedule. The employee can continue insurance in the group at his/her expense by paying the premiums on a timely basis.

Nothing in this Article shall be construed as requiring any employee to apply for a parental/child-rearing leave. Actual disabilities arising out of pregnancy shall be deemed illness subject to Article VII, Section A provided that such sections shall not be applicable during the period of the parental/child-rearing leave. Any accumulated sick leave available at the commencement of the leave shall be available to the employee upon return to employment in the district. An employee granted child-rearing leave hereunder shall not be eligible for additional parental leave until such employee has returned to full-time employment in the district for at least one (1) year.

#### C. Adoptive Leave

An employee's adoption of a child will be considered an approved use of sick leave. Approved adoptive uses of sick leave will include the employee meeting with an adoption agency, attorney, or physician, health verification of the employee, home visitations, travel time to pick up the adoptive child, and support of an adoptive child after placement in the home. Verification of an employee's absence will be provided to the District for absences of more than five (5) consecutive days by an attorney, adoption agency or physician. The adoption of a child by an employee qualifies for leave provisions of this contract including but not limited to the provisions of the Family and Medical Leave.

#### D. Bereavement Leave

Bereavement occasioned by death in the immediate family or a member of the household of an employee will constitute basis for utilization of up to three (3) days of leave to attend services and/or handle personal affairs of the deceased. An extension of up to two (2) additional days because of distance or other extenuating circumstances may be granted upon request to the Executive Director for Human Resources. Additional days that are approved shall be deducted from district paid sick leave or personal leave. For bereavement leave, immediate family is defined as spouse, children, parents, sister, brother, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, aunt, uncle, stepparents, and stepchildren. Bereavement shall be available for each occurrence that qualifies under this provision.

Administration reserves the right to request documentation from the employee citing the death of the individual for which the leave is taken.

#### E. Personal Leave

1. Each year on July 1, two (2) district paid personal leave days will be granted to all employees. Employees may accrue up to a maximum of three (3) days of personal leave. Use of district paid personal leave must be approved by the Director of Operations at least forty-eight (48) hours prior to the leave date. Approval of the leave will be based on the scheduled workload and the availability of substitutes at the time of the request. The leave shall not be granted during the first or last five (5) days of student attendance or the day preceding or following a school vacation or holiday.

F. The use of three consecutive personal leave days must be prior approved by the Executive Director for Human Resources. District paid personal leave is to be used for employee personal and business uses which cannot be scheduled outside regular employment hours.

#### G. Planned Medical Leave

1. It is the intent of the District that leave or authorized absences be arranged to protect the health of the employee. For planned medical procedures, notification to the District should be made as soon as the dates are known.

2. Consistent with the orderly continuance of the District's program, the leave or authorized absence may begin and continue for a period of up to one calendar year from the date the leave commences.

3. When the interruption of performance of duty occurs within an annual work period, then for that period of time which the employee's personal physician shall certify the employee physically unable to perform the responsibilities of the contract, any sick leave accrued to the employee's credit may be taken in lieu of absence without pay.

#### H. Jury Duty Leave

When an employee is called for jury service in any municipal, county, state or federal court the employee shall advise the supervisor and Human Resources office immediately upon receipt of such call, and if taken from work for such service shall be reimbursed at the rate of pay as would normally be accrued during performance of regular duties. A copy of the summons shall be attached to the Request for Absence. Any compensation received by the employee shall be paid to the District.

I. Family Medical Leave Act

The District will abide by the provisions of the Family Medical Leave Act.

## **ARTICLE VIII REDUCTION IN FORCE (RIF)**

### **A. Seniority**

1. Seniority shall be defined as the length of continuous service from the employee's date of hire. Periods of board-approved unpaid leaves shall not constitute a break in continuous service. Seniority shall commence on the first employment day as a regular employee.
2. Head engineers have seniority as engineers as well as seniority as head engineers. Part-time engineers have seniority only in the category of position of "part-time engineer."
3. For purposes of RIF and recall, seniority based on continuous service will be maintained by employees who move from an engineering to a maintenance position or from maintenance to an engineering position.

### **B. Seniority List**

The District shall deliver to the union steward or designee an updated seniority list, separating full-time and part-time employees, on or about February 1 of each year.

### **C. Layoff or Reduction to Part-Time**

In the event of a layoff or reduction to part-time becomes necessary due to an elimination of work or shortage of funds, the following order of layoff or reduction to part-time shall occur:

1. Temporary employees, probationary employees, part-time employees who are performing work for which the regular unit employee is qualified.
2. Regular unit employees by seniority, the least senior first, and so on, who are performing work for which the more senior unit employee is qualified.
3. Layoff shall be done by category: engineer, part-time engineer and maintenance.

### **D. Recall from Layoff**

1. Unit employees on layoff shall be placed on a recall list by seniority for a period of twenty-four (24) months. Such list shall be delivered to the union steward and kept updated.
2. Recall shall be done by category: engineer, part-time engineer and maintenance.
3. The laid-off employee shall have the responsibility to inform the District of any change of address. The Board shall recall such employees, most senior first, by telephone as confirmed by the Chief Steward (or designated representative) or first class or certified

mail.

4. The Board shall not employ new persons in unit positions until the recall list has been exhausted or there is no qualified person on such recall list. Following a recall from the list, the district shall have the authority to employ new persons consistent with the terms of the Agreement.

5. An employee's failure to respond or refusal to accept a comparable position to that held prior to the layoff within seven (7) calendar days of receipt of such notice of recall or within fourteen (14) calendar days of mailing of such notice shall extinguish all recall rights.



## **ARTICLE IX PROBATIONARY PERIOD AND DISCIPLINE**

### **A. Probationary Period**

All permanent employees shall serve a ninety (90) day probationary period commencing on the first day of work. During the probationary period, employees may be disciplined or terminated without cause or recourse. Any terminations during the probationary period will not be subject to the grievance process. Probationary employees will not be eligible to bid on promotions unless no non-probationary employees bid on the vacancy.

### **B. Suspension or Termination**

Any regular employee who has successfully completed the probationary period may have his/her employment terminated or be suspended without pay for cause. Suspensions without pay of three (3) days or less and lesser discipline are not subject to the binding arbitration provisions of this contract.

### **C. Disciplinary Sequence**

Barring extraordinary circumstances, progressive discipline will be given out as follows:

- i. First a verbal conversation, memorialized in writing, between the employee and Director of Operations. Union to be notified but not necessary to be present unless requested at this point.
- ii. First written warning, during a conference, with a copy to the employee's personnel file.
- iii. Second written warning, during a conference, with a copy to the employees' personnel file.
- iv. Suspension with pay for three days with a copy to the employees' personnel file.
- v. Suspension without pay for three day with a copy to the employees' personnel file.
- vi. Dismissal/Termination

### **D. Removal of Discipline**

If an employee who has received a disciplinary notice at a lower level than a suspension, the discipline will be removed from their file at the Employee's request after twenty-four (24). Employees who have received a suspension and who have not received discipline in thirty-six (36) months from the time of the infraction will have the discipline removed at the Employee's request.

## **ARTICLE X VACANCIES, TRANSFERS AND REASSIGNMENTS**

### **A. Vacancies**

1. Vacancies and newly created positions and their job descriptions and rates of pay shall be posted for five (5) work days in each building's break room. As used herein, "vacancy" shall mean a position which the District has decided to fill. Employees who apply for a vacancy shall be considered for the position.

2. In filling vacancies in the bargaining unit, the district shall first consider internal applicants, beginning with full-time employees and then part-time employees. Among other relevant factors in filling vacancies will be an employee's work performance, qualifications, suitability of the position and seniority. Internal applicants may include a letter of recommendation from his/her building engineer and/or principal with his/her application for the posted vacancy. Such recommendation(s) will also be a factor in filling vacancies.

The six (6) most senior employees applying for job vacancies shall be interviewed. If not chosen for the position, the employee may meet with the supervisor to discuss why he/she was not selected. Part-time engineers will not be interviewed for full-time positions if one or more full-time engineers apply for the position.

3. Employees who are promoted to building engineer shall have a sixty (60) calendar day probationary period and if, in the opinion of the administration or the employee, the engineer fails to successfully complete this probationary period, the engineer will be returned to a non-building engineering position.

4. Employees who change assignments must remain in the new assignment for a minimum of one (1) calendar year before submitting his/her candidacy for another vacancy unless the position for which he/she is applying is building engineer.

5. Employees applying for the position of Building Engineer will be required to perform a skills test as part of the application process. Depending on the systems within building, Boiler training may also be required.

6. Employees applying for the positions of maintenance, skilled trade or skilled trade assistant will be required to perform a skills test as part of the application process. In addition, applicants will be required to successfully complete the General Maintenance and Boiler trainings provided by SEIU.

### **B. Reassignment**

The Director of Operations will provide written notice to any employee who is reassigned from one position, building, or shift to another at least five (5) days prior to the

reassignment and shall provide reasons to the employee for the reassignment. The least senior qualified candidate will be chosen to be reassigned, unless another employee volunteers.

## **ARTICLE XI GRIEVANCE PROCEDURES**

### **A. Definitions**

A grievance is a claim filed by a member, Steward, or SEIU with the consent of alleging that the District has violated, misinterpreted, misapplied, unfairly applied, or not applied any provision of this Agreement which affects said employee. SEIU may file a grievance on behalf of a group of employees if the violation affects multiple members of SEIU. This Article will not limit an employee's right to discuss a complaint via administrative channels and to solve the problem without resort to these grievance procedures.

### **B. Contents of a Grievance**

During each step where a grievance is submitted in writing, the written statement will clearly specify:

1. The name of the aggrieved person, persons or group of people, the manner in which the aggrieved person(s) has been injured, and the proposed remedy or remedies for resolution of the grievance;
2. The specific section of the Agreement allegedly violated;
3. When this alleged violation occurred;
4. In what way there has been a violation, misinterpretation or misapplication of this Agreement.
5. The results of the previous step in the grievance procedure and why the suggested solution(s) was unsatisfactory.

### **C. Days**

A day is defined as a day when the Administration Office is open for business.

### **D. Rights Guaranteed**

Witnesses may be utilized by either party at any step of the grievance procedure. All documents, communications and records dealing specifically with the process of a grievance will be considered confidential and filed separately from the personnel records. No reprisals of any kind will occur by the District or SEIU against any grievant or other bargaining unit employee participating in the grievance procedure. The individual circumstances of an alleged grievance will not be subject to negotiations.

## E. Class Grievances

If a majority of members in one building are aggrieved, SEIU may act as the grievant in their stead and such grievance shall be filed at the principal level (step 1). If an alleged grievance involves aggrieved members in more than one building, SEIU may act as grievant and such grievance shall be filed at the Superintendent's level (step 3). In either case, a single grievance claim may be initiated in the interest of a group of employees having a common complaint.

## F. Cooperation of Board and Administration

The Board, the Administration, and SEIU will cooperate in the investigation of any grievance, and further, will furnish such information as is requested for the processing of any grievance.

## G. Procedures

An attempt must be made to resolve any potential grievance in informal discussion between the employee and his/her building principal or supervising administrator. If, however, the informal process fails to satisfy the employee, a formal grievance may be processed as follows:

1. Provided the employee, their immediate supervisor, and SEIU agree, and the contract provision grieved is not within the purview of the supervisor, Step 1, Step 2 and/or Step 3 of the grievance procedure may be bypassed and the grievance brought directly to the next step.
2. **Step 1** – The aggrieved employee must file in writing with the principal or supervising administrator within 15 days from the date of the occurrence of the event giving rise to the grievance or within 10 days of the last informal discussion provided that the first informal discussion occurred within 15 days from the date of occurrence of the event giving rise to the grievance, whichever is later, In the event the grievance is the result of events occurring on multiple days the last day on which an event occurs will be the starting point for the fifteen (15) days. The written notification must include items designed by section 2 Content of a Grievance. The member shall notify an SEIU representative of the claim and the representative shall participate in all further discussions outlined in this article.
3. **Step 2** – Within fifteen (15) days of receipt of the grievance, the principal or supervising administrator shall submit a written response to the grievant with a copy to the Superintendent and the SEIU Steward. Should the principal, supervising administrator, or grievant feel further conversations are needed before the written response, such conversations must occur within five (5) days of receipt of the grievance and written response must follow within the fifteen (15) day time limit for submitting the response.

4. **Step 3** – If the member or SEIU is not satisfied with the disposition of the grievance or if no disposition has been made within fifteen (15) days, the grievance shall be transmitted to the Superintendent and/or designee. Such transmittance shall be within ten (10) days of the receipt of the written response from the principal or supervising administrator or the end of the fifteen (15) day timeline indicated in Step 2. The grievant shall meet with the Superintendent and/or designee to discuss the grievance, accompanied by an SEIU representative. The Superintendent and/or designee may request the Principals and other affected persons to attend. The Superintendent and/or designee shall make a written disposition of the grievance within ten (10) days of such meeting.
5. **Step 4** – If not satisfied with the disposition of the grievance at Step 3, the Association may submit the grievance to the Board of Education, such to be filed no later than five (5) days following the written decision of the Superintendent and/or designee. The appeal may be in writing or by way of an oral hearing, as SEIU may request, and if the latter, shall be closed unless otherwise mutually agreed and shall be before the full Board or a committee thereof as the Board shall designate. Any such hearing shall be scheduled within ten (10) days of the date of filing of the grievance at Step 4. The Board shall communicate its decision in writing to the aggrieved member and the SEIU Steward within five (5) days following the hearing. Those persons who have the right to participate in the meeting at the Superintendent's level shall have the right to appear at the Board hearing, and legal counsel may also appear.

K. Binding Arbitration

1. If SEIU is not satisfied with the disposition of the grievance by the Board, the grievance may be submitted to arbitration before an impartial arbitrator to be mutually acceptable. If the parties cannot agree, the arbitrator shall be selected by the Federal Mediation and Conciliation Service in accordance with its rule. The decision of the arbitrator shall be binding to the parties concerned in the grievance. The fees and expenses of the arbitrator shall be shared equally by the parties. SEIU will notify the Board of its intent to pursue arbitration within thirty (30) days of the receipt of the Board's findings.
2. The arbitrator shall have no power to alter, add to or subtract from the terms of this agreement. The arbitrator shall consider and decide only the specific issues submitted and shall base the decision solely upon the arbitrator's interpretation of the meaning and application of the specific terms of this Agreement, as well as the parties' past practices and bargaining history, to the facts of the grievance presented.

#### L. General Provisions

1. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties
2. If an individual member has a personal complaint and desires to discuss it with the supervisor, the member is free to do so without recourse to the grievance procedure.
3. No grievance shall be adjusted without prior notification to SEIU and opportunity for an SEIU representative to be present, nor shall any adjustment of a grievance be inconsistent with the terms of this Agreement.
4. A grievance may be withdrawn at any level without establishing precedent and, if withdrawn, shall be treated as though never having been filed.

## **ARTICLE XII NO STRIKE/NO LOCKOUT PROVISION**

A. During the term of this agreement, the union will not support nor authorize a work stoppage, slowdown, informational picketing, strike, or any other disruption nor interference with the operation of the district, nor will it authorize nor condone such action on the part of any member or groups of members of said Union.

B. In the event of any violation or violations of any provisions of this Article by the Union, its members or representatives or by any employee, any violating employee shall be subject to discipline or discharge as determined appropriate in the sole and unilateral discretion of the Board. The Union shall, upon notice from the Board, immediately direct such employees both orally and in writing to resume normal operations and make every other reasonable effort to end any violation(s). Informational picketing will be permitted during the hiatus period of the contract, that is, after June 30, 2017.

C. During the term of this contract, the District shall not lock out bargaining unit employees.



## **ARTICLE XIII MISCELLANEOUS**

### **A. Work Apparel**

1. The District will provide on an as-needed basis appropriate apparel and equipment needed by employees according to the requirements of their assignments including uniforms, rain apparel, overcoats, gloves, snow boots and work boots. The District will provide at its own cost. Each year of employment, full-time employees shall be furnished with up to five (5) uniforms, as needed, and part-time employees will be furnished with two (2) uniforms by the district by August 1 or as soon as possible after the hiring process is complete. Additional uniforms will be provided on an as-needed basis as determined by the Director of Operations. Employees shall be responsible for maintaining the cleanliness of their uniforms. The District will consult with the Chief Steward each year about uniform changes or updates.

2. Probationary employees will not receive the standard uniform until they've passed probation. The District will supply District t-shirts for their probationary period.

3. The District shall provide reimbursement up to \$200 every year for the purchase of work boots when a receipt is submitted within 30 days of purchase. If reimbursement is provided, employees are expected to wear said boots. On a case by case basis, the district may agree to reimburse more frequently than every other year. Probationary employees are not eligible for reimbursement.

All engineers must wear the uniforms furnished by the school district at all times.

### **B. New Employee Orientation**

The union steward or designee shall be permitted to have a thirty (30) minute meeting with each new employee to be scheduled in conjunction with the Human Resources Department's hiring protocol.

### **C. Notification of New Employees and Status Changes**

The Human Resources Department will notify the union steward in writing of new employees including the date of hire, classification and assignment.

The Human Resources Department will notify the union steward in writing of employee changes such as resignations, terminations, promotions and transfers.

### **D. Subcontracting**

The Union recognizes occasions when subcontracting work normally considered within

the purview of the bargaining unit is necessary. The District will discuss the use of subcontractors with the union prior to subcontracting work. In cases of emergency, the District will subcontract work without prior discussion and inform the union about the subcontracted work and what emergency existed to warrant waiving prior notification.

#### E. Severability and Right to Re-Open


In the event any of the provisions of this Agreement are or shall become invalid, illegal, or unenforceable by reason of any Federal or State Law, Local Ordinance, Decision of any Court, or Ruling of any Federal or State Board, Agency, or other governmental entity such invalidity, illegality, or unenforceability shall not affect the remainder of the provisions of this Agreement. If any such event occurs, at the request of either party, the Union and the Employer shall meet and negotiate in good faith for the purpose of bargaining over the effects of the invalidity, illegality, or unenforceability of the provision or provisions.

#### F. Term of Contract

The Agreement shall be in effect from July 1, 2020 to June 30, 2024. The parties will commence negotiations for a successor agreement no later than sixty (60) days prior to June 30, 2024. The terms of this agreement shall continue in effect unless otherwise specified until agreement on a successor agreement or impasse in negotiations.

**SIGNATURE PAGE**

FOR THE UNION

  
Joe May, President

9/15/2020  
Date

  
Chris Fron, Steward

9/15/2020  
Date

  
David Rayford, Steward

9/15/2020  
Date

  
Jeremy Swanson, Steward

9/15/2020  
Date

  
Matt Duzer, SEIU Local 73


10/22/2020

Date

FOR THE DISTRICT

  
Robert Gonzalez, Board President

9/8/20  
Date

  
Jeff Craig, Superintendent

9/8/20  
Date

## EXHIBIT A

### SALARY SCHEDULES

The following salary schedules are for the different positions within this bargaining unit for the duration of this contract. The positions include: day engineer, building engineer, night engineer, utility engineer, non-traditional work week engineer and maintenance.

<b>2020-2021</b>	<b>ENGINEER</b>	<b>UTILITY ENGINEER</b>	<b>NON- TRADITIONAL</b>	<b>BUILDING ENGINEER</b>
<b>STEP 1</b>	\$14.45	\$14.60	\$14.70	\$16.45
<b>STEP 2</b>	\$14.70	\$14.85	\$14.95	\$16.70
<b>STEP 3</b>	\$14.95	\$15.10	\$15.20	\$16.95
<b>STEP 4</b>	\$15.18	\$15.35	\$15.45	\$17.18
<b>STEP 5</b>	\$15.41	\$15.57	\$15.69	\$17.44
<b>STEP 6</b>	\$15.63	\$15.80	\$15.93	\$17.70
<b>STEP 7</b>	\$15.87	\$16.04	\$16.16	\$17.97
<b>STEP 8</b>	\$16.10	\$16.28	\$16.40	\$18.24
<b>STEP 9</b>	\$16.34	\$16.52	\$16.65	\$18.52
<b>STEP 10</b>	\$16.59	\$16.77	\$16.90	\$18.80
<b>STEP 11</b>	\$16.95	\$17.13	\$17.26	\$19.21
<b>STEP 12</b>	\$17.31	\$17.50	\$17.64	\$19.64
<b>STEP 13</b>	\$17.68	\$17.88	\$18.02	\$20.07
<b>STEP 14</b>	\$18.07	\$18.26	\$18.41	\$20.51
<b>STEP 15</b>	\$18.46	\$18.66	\$18.81	\$20.96
<b>STEP 16</b>	\$18.86	\$19.07	\$19.22	\$21.43
<b>STEP 17</b>	\$19.28	\$19.49	\$19.65	\$21.91
<b>STEP 18</b>	\$19.70	\$19.92	\$20.08	\$22.40
<b>STEP 19</b>	\$20.13	\$20.35	\$20.52	\$22.90
<b>STEP 20</b>	\$20.58	\$20.81	\$20.98	\$23.41
<b>STEP 21</b>	\$21.03	\$21.27	\$21.44	\$23.94
<b>STEP 22</b>	\$21.50	\$21.74	\$21.92	\$24.48
<b>STEP 23</b>	\$21.98	\$22.22	\$22.41	\$25.03
<b>STEP 24</b>	\$22.47	\$22.72	\$22.91	\$25.60
<b>STEP 25</b>	\$22.87	\$23.13	\$23.32	\$26.06
<b>STEP 26</b>	\$23.28	\$23.54	\$23.74	\$26.54
<b>STEP 27</b>	\$23.70	\$23.97	\$24.17	\$27.02
<b>STEP 28</b>	\$24.13	\$24.40	\$24.60	\$27.52
<b>STEP 29</b>	\$24.57	\$24.83	\$25.03	\$28.02
<b>STEP 30</b>	\$25.01	\$25.26	\$25.46	\$28.50
<b>STEP 31</b>	\$25.46	\$25.69	\$25.90	\$29.00
<b>STEP 32</b>	\$25.91	\$26.12	\$26.35	\$29.50

## EXHIBIT A

### SALARY SCHEDULES – MAINTENANCE

The following salary schedules are for the following positions within this bargaining unit for the duration of this contract. The positions include: maintenance, skilled trades assistant (including painter), and skilled tradesman.

<b>2020-2021</b>	<b>MAINTENANCE</b>	<b>SKILLED TRADES ASSISTANT/PAINTER</b>	<b>SKILLED TRADES</b>
<b>STEP 1</b>	\$20.00	\$22.85	\$27.05
<b>STEP 2</b>	\$20.35	\$23.10	\$27.52
<b>STEP 3</b>	\$20.70	\$23.45	\$27.97
<b>STEP 4</b>	\$21.05	\$23.82	\$28.42
<b>STEP 5</b>	\$21.39	\$24.20	\$28.87
<b>STEP 6</b>	\$21.73	\$24.58	\$29.40
<b>STEP 7</b>	\$22.07	\$24.97	\$29.94
<b>STEP 8</b>	\$22.41	\$25.37	\$30.50
<b>STEP 9</b>	\$22.76	\$25.77	\$31.06
<b>STEP 10</b>	\$23.12	\$26.18	\$31.63
<b>STEP 11</b>	\$23.64	\$26.60	\$32.22
<b>STEP 12</b>	\$24.17	\$27.02	\$32.82
<b>STEP 13</b>	\$24.72	\$27.45	\$33.43
<b>STEP 14</b>	\$25.28	\$27.89	\$34.05
<b>STEP 15</b>	\$25.82	\$28.34	\$34.68
<b>STEP 16</b>	\$26.44	\$28.79	\$35.33
<b>STEP 17</b>	\$27.04	\$29.25	\$35.99
<b>STEP 18</b>	\$27.66	\$29.73	\$36.66
<b>STEP 19</b>	\$28.29	\$30.20	\$37.35
<b>STEP 20</b>	\$28.94	\$30.69	\$38.05
<b>STEP 21</b>	\$29.60	\$31.19	\$38.76
<b>STEP 22</b>	\$30.28	\$31.69	\$39.49
<b>STEP 23</b>	\$30.98	\$32.21	\$40.24
<b>STEP 24</b>	\$31.70	\$32.73	\$41.00
<b>STEP 25</b>	\$32.28	\$33.26	\$41.78
<b>STEP 26</b>	\$32.88	\$33.80	\$42.57
<b>STEP 27</b>	\$33.49	\$34.35	\$43.38
<b>STEP 28</b>	\$34.12	\$34.91	\$44.18
<b>STEP 29</b>	\$34.75	\$35.48	\$44.98

## **APENDIX**

### **JOB DESCRIPTIONS**

Position: General Maintenance-District

Reports to: Director of Operations

Term of Employment: 12 month - 40 hour work week as assigned

#### **Qualifications:**

1. High School diploma or equivalent
2. Able to communicate and understand simple written and oral instructions.
3. Able to perform tasks as repairing locks, rekeying locks, hanging drywall, and other general maintenance items
4. Able to work at various heights.
5. Able to lift 50lbs and transport material (athletic equipment, furniture, etc).
6. Able to establish and maintain effective working relationships with others.
7. Must have a forklift license.
8. Must have a current and valid Illinois Driver's License.

#### **Duties and Responsibilities:**

1. Able to perform general maintenance tasks such as hanging bulletin boards, repairing lockers, and other duties as assigned.
2. Repair floor (VCT and Ceramic Tile)
3. Repair locks and door hardware
4. Install new doors and door hardware
5. Able to weld furniture and other items that may need to be repaired
6. Install drywall and able to prep for paint
7. Snow removal when required.
8. Knowledge of the school district's work order system.
9. Load and unload trucks with a forklift.
10. Transports a variety of tools, equipment, and supplies for the purpose of ensuring the availability of materials required at the job site.
11. Purchase materials as needed from vendors.
12. Response to calls on the 2-way radio
13. Must be able to be on call 24 hours /7 days a week.

**Daily Procedures:**

1. Communicate with the Director of Operations daily with schedules or assigned work.
2. Check work orders on the district work order system.
3. Wear required protective equipment, i.e. goggles, gloves, earplugs, etc.
4. Clean and maintain equipment and a district vehicle.
5. Receive proposals from outside vendors for larger projects and report them to the district of operations.
6. Report any equipment needing repair to the Director of Operations.

**Working Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling and crouching. Generally, the job requires 10% sitting, 45% walking, and 45% standing.

Position: General Maintenance-High School

Reports to: Assistant Principal

Term of Employment: 12 month - 40 hour work week as assigned

**Qualifications:**

1. High School diploma or equivalent
2. Able to communicate and understand simple written and oral instructions.
3. Able to perform tasks as basic HVAC systems, electrical, and plumbing systems.
4. Able to work at various heights.
5. Able to lift 50lbs and transport material (athletic equipment, furniture, etc).
6. Able to establish and maintain effective working relationships with others.
7. Must have boiler and maintenance certificates.
8. Must have a forklift license.
9. Must have a current and valid Illinois Driver's License.

**Duties and Responsibilities:**

1. Checking and maintaining HVAC and cooling systems.
2. Have an understanding of hot water and steam boilers.
3. Able to work on rooftop units by changing filters, belts, and greasing motors.
4. Troubleshoot Heating issues
5. Troubleshoot cooling issues
6. Knowledge of various computer controls to operate heating and cooling systems.
7. Knowledge of changing out bad steam traps.
8. Knowledge of changing out motors in classroom univents.
9. Able to perform seasonal startup and shutdown of chiller systems.
10. Able to perform general maintenance tasks such as hanging bulletin boards, repairing lockers, and other duties as assigned.
11. Exterior trash pick up daily.
12. Snow removal when required.
13. Knowledge of plumbing for Sloan valves and faucet replacement.
14. Maintain ventilation system in the woodshop.
15. Knowledge of the school district's work order system.
16. Knowledge of Simplex Fire Alarm System.
17. Knowledge and ability to maintain a water softener system.
18. Maintain air handles by changing filters, greasing motors, and changing belts.
19. Inspect boiler rooms for leaks or other concerns that might need attention.
20. Check emergency lights and exits lights monthly and repair if needed.
21. Load and unload trucks with the forklift.
22. Response to calls on the 2-way radio
23. Must be able to be on call 24 hours /7 days a week.



**Working Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling and crouching. Generally, the job requires 10% sitting, 45% walking, and 45% standing.

## ***District Low Voltage Technician***

**Work Year:** 12 month position

### **Qualifications:**

1. Ability to work from plans, wiring diagrams, schematic drawings, and work orders.
2. Drive a vehicle to and from work sites, suppliers and contractors.
3. Maintain punctual and consistent attendance.
4. Assist with end user technology when needed.
5. Ability to work collaboratively as part of a team or independently on assigned tasks.

**Reports to:** Implementation Manager

### **Responsibilities:**

1. Maintain professional appearance and demeanor and provide top notch customer service
2. Installs and terminates low voltage cables; insures compliance with state regulations, code and requirements.
3. Diagnosing and troubleshooting a variety of low voltage systems – (data, voice, card access, alarm, security camera)
4. Replacing or installing components in a variety of systems as needed; estimate time and materials for needed repairs, upgrades or equipment replacement.
5. Maintain accurate records and logs of such activity; requisition parts, components and supplies as required.
6. Install conduit or raceways in labs, classroom and other District facilities.
7. Maintain accurate records and logs of such activity; requisition parts, components and supplies as required.
8. Install conduit or raceways in labs, classroom and other District facilities.
9. Perform related duties as assigned.

Comply with company and OSHA safety regulations to ensure safe procedures in the workplace.

Position: District Low Voltage Technician

Reports to: Implementation Manager and Director of Operations

Term of Employment: 12 month - 40 hour work week as assigned

**Qualifications:**

1. High School diploma or equivalent
2. Experience as a Low Voltage Technician
3. Able to communicate and understand simple written and oral instructions.
4. Ability to work from plans, wiring diagrams, schematic drawings, and work orders.
5. Able to work at various heights.
6. Able to lift 50lbs and transport material (athletic equipment, furniture, etc).
7. Able to establish and maintain effective working relationships with others.
8. Must have a current and valid Illinois Drivers License.

**Duties and Responsibilities:**

1. Coordinates with The Director of Operations or the Assistant Director of Technology and/or other trades for the purpose of completing projects and work orders efficiently.
2. Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and building regulations.
3. Maintains assigned vehicle, equipment, and tools for the purpose of ensuring availability in a safe operating condition.
4. Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
5. Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
6. Transports a variety of tools, equipment, and supplies for the purpose of ensuring the availability of materials required at the job site.
7. Must be able to be on call 24 hours /7 days a week.
8. Participate in on-call snow removal.

**Daily Procedures:**

1. Communicate with the Assistant Director of Technology or the Director of Operations daily with schedules or assigned work.
2. Check work orders on the district work order systems.
3. Wear required protective equipment, i.e. goggles, gloves, earplugs, etc.
4. Clean and maintain equipment and a district vehicle.
5. Report any equipment needing repair to the Assistant Director of Technology or the Director of Operations.

**Working Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, and crouching. Generally, the job requires 10% sitting, 45% walking, and 45% standing.

Position: Electrician Assistant

Reports to: Director of Operations

Term of Employment: 12 month - 40 hour work week as assigned

**Qualifications:**

1. High School diploma or equivalent
2. General knowledge of electricity
3. Able to communicate and understand simple written and oral instructions.
4. Assist with district electrician on basic electrical repairs such as electrical systems/subsystems; troubleshoot/maintain mechanical, electrical, environmental systems/subsystems including control/balancing these systems; and blueprints and schematics.
5. Able to work at various heights.
6. Able to lift 50lbs and transport material (athletic equipment, furniture, etc).
7. Able to establish and maintain effective working relationships with others.
8. Has taken coursework (maintenance classes) provided by the union.
9. Must have a current and valid Illinois Drivers License.

**Daily Procedures:**

1. Communicate with the Director of Operations daily with schedules or assigned work.
2. Check work orders on the district work order system.
3. Wear required protective equipment, i.e. goggles, gloves, earplugs, etc.
4. Clean and maintain equipment and a district vehicle.
5. Receive proposals from outside vendors for larger projects and report them to the district of operations.
6. Report any equipment needing repair to the Director of Operations.
7. Must be able to be on call 24 hours /7 days a week.

**Working Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling and crouching. Generally, the job requires 10% sitting, 45% walking, and 45% standing.

Position: Electrician

Reports to: Director of Operations

Term of Employment: 12 month - 40 hour work week as assigned

**Qualifications:**

1. High School diploma or equivalent
2. Experience as an electrician.
3. Able to communicate and understand simple written and oral instructions.
4. Able to perform tasks as basic electrical repairs such as electrical systems/subsystems; troubleshoot/maintain mechanical, electrical, environmental systems/subsystems including control/balancing these systems; and blueprints and schematics.
5. Able to work at various heights.
6. Able to lift 50lbs and transport material (athletic equipment, furniture, etc).
7. Able to establish and maintain effective working relationships with others.
8. Must have a current and valid Illinois Drivers License.

**Duties and Responsibilities:**

1. Analyzes blueprints, schematics, and drawings of electrical systems for the purpose of determining the efficient installation of new or upgraded systems.
2. Coordinates with The Director of Operations and/or other trades for the purpose of completing projects and work orders efficiently.
3. Diagnose causes of electrical problems or failures for the purpose of identifying equipment and/or systems repair.
4. Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and building regulations.
5. Inspects electrical systems and their components for the purpose of evaluating conditions, identifying necessary repairs, and recommending preventive maintenance.
6. Installs electrical system components (e.g. lighting, alarms, electrical panels, switches, circuits, scoreboards, timers, street signs, etc.) for the purpose of providing enhanced and/or upgraded electrical capabilities.
7. Maintains assigned vehicle, equipment, and tools for the purpose of ensuring availability in a safe operating condition.
8. Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
9. Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
10. Repairs electrical components and/or systems (e.g. motors, circuits, transformers, generators, compressors, switches, intercom systems, cafeteria kitchen equipment, etc.) for the purpose of ensuring a safe working condition.

11. Requests equipment and supplies for the purpose of maintaining inventory and ensuring the availability of items required to complete the necessary installation and/or repair.
12. Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
13. Transports a variety of tools, equipment, and supplies for the purpose of ensuring the availability of materials required at the job site.
14. Must be able to be on call 24 hours /7 days a week.

**Daily Procedures:**

1. Communicate with the Director of Operations daily with schedules or assigned work.
2. Check work orders on the district work order system.
3. Wear required protective equipment, i.e. goggles, gloves, earplugs, etc.
4. Clean and maintain equipment and a district vehicle.
5. Report any equipment needing repair to the Director of Operations.

**Working Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling and crouching. Generally, the job requires 10% sitting, 45% walking, and 45% standing.

Position: Groundskeeper

Reports to: Director of Operations

Term of Employment: 12 month - 40 hour work week as assigned

**Qualifications:**

1. High School diploma or equivalent
2. Previous experience as a school groundskeeper or equivalent in the grounds/landscaping/sports facility service at other institutions.
3. Able to communicate and understand simple written and oral instructions.
4. Able to perform tasks as mowing, trimming, edging, shoveling, use of other related grounds equipment, and repair equipment.
5. Able to effectively operate and maintain lawnmowers, snowblowers, lawn tractors, skid steer, and other grounds equipment.
6. Able to lift 50lbs and transport material (athletic equipment, furniture, etc).
7. Able to establish and maintain effective working relationships with others.
8. Must have a current and valid Illinois Drivers License.

**Duties and Responsibilities:**

1. Perform repeated tasks in maintaining an assigned area of the district in an orderly, safe, and clean condition.
2. Select materials and supplies from the grounds shop, load district truck, and transport to the work area. At the end of the shift, return unused supplies and materials, clean equipment, leaving district trucks in a clean and orderly condition.
3. Maintain assigned areas by mowing, trimming, edging and pruning, debris removal, snow removal and salting, and all yard keeping chores.
4. Empty exterior trash cans around the property.
5. Collect and dispose of leaves and refuse.
6. Perform digging around trees and shrubs.
7. Responsible for gas, oil, and lubrication of lawn equipment.
8. Report any mechanical failures or negative conditions to the Director of Operations.
9. Work with other maintenance staff during the winter months.
10. Participate in on-call snow removal. Must be able to be on call 24 hours /7 days a week.
11. Perform moving of equipment, materials, and supplies from building to building.
12. Must be able to use a computer.
13. Complete work orders in a timely manner.
14. Participate in housekeeping of the grounds shop and other work areas.
15. Assist with other tasks that are assigned by the Director of Operations.

**Daily Procedures:**

1. Communicate with the Director of Operations daily with schedules or assigned work.
2. Check work orders on the district work order system.

3. Wear required protective equipment, i.e. goggles, gloves, earplugs, etc.
4. Empty exterior trash cans.
5. Clean and maintain equipment and a district vehicle.
6. Report any equipment needing repair to the Director of Operations.



Position: Grounds/Painter

Reports to: Director of Operations

Term of Employment: 12 month - 40 hour work week as assigned

Hours: Grounds: 7 am to 3:30 pm (April 1st through November 15th)

Painter: 2 pm to 10 pm (November 16th through March 31st)

**Qualifications:**

1. High School diploma or equivalent
2. Experience with painting, drywalling, and grounds work.
3. Able to communicate and understand simple written and oral instructions.
4. Able to perform tasks such as painting, drywalling, taping, patching, staining.
5. Experience as a school groundskeeper or equivalent in the grounds/landscaping/sports facility service at other institutions.
6. Maintain assigned areas by mowing, trimming, edging and pruning, debris removal, snow removal and salting, and all yard keeping chores.
7. Able to effectively operate and maintain lawnmowers, snowblowers, lawn tractors, skid steer, and other grounds equipment.
8. Able to snowplow when needed.
9. Able to work at various heights.
10. Able to lift 50 lbs and transport material (athletic equipment, furniture, etc).
11. Able to establish and maintain effective working relationships with others.
12. Must have a current and valid Illinois Driver's License.
13. Must be able to demonstrate the ability to complete various tasks during the interview process.

**Duties and Responsibilities: Painter**

1. Analyze blueprints, schematics, and drawings.
2. Coordinate with the Director of Operations and/or other trades for the purpose of completing projects and work orders efficiently.
3. Apply paint to surfaces including canvas, walls, floors, doors, and cabinets.
4. Mix, match, and apply paint, varnish, shellac, enamel, and other finishes.
5. Scrape, sandpaper, prime, or seal surfaces prior to painting.
6. Cover surfaces with cloth or plastic to ensure protection.
7. Calculate the amounts of required materials needed for the project.
8. Fill cracks, holes, and joints with caulk, putty, plaster, or other fillers, using caulking guns or putty knives.
9. Erect scaffolding, movable and immovable staging, and various rigging to gain access to difficult areas, as well as move furniture and equipment as necessary.
10. Able to remove graffiti on hard surfaces such as brick, stone, concrete, and other surfaces with a power washer.
11. Remove fixtures such as pictures, doorknobs, lamps, and electric switch covers prior to painting.

12. Able to hang drywall, tape, mud, and able to patch when needed.
13. Purchase materials as needed from vendors.
14. Tape off areas when needed.
15. Remove paint splatters when finished.
16. Apply several coats according to paint directions.
17. Clean up all equipment, including brushes and spray guns.
18. Work on ladders to reach high ceilings or walls.
19. Requests equipment and supplies for the purpose of maintaining inventory and ensuring the availability of items required to complete the necessary projects.
20. Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
21. Transports a variety of tools, equipment, and supplies for the purpose of ensuring the availability of materials required at the job site.
22. Must be able to be on call 24 hours /7 days a week.

### **Working Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling and crouching. Generally, the job requires 10% sitting, 45% walking, and 45% standing.

### **Duties and Responsibilities: Grounds**

1. Perform repeated tasks in maintaining an assigned area of the district in an orderly, safe, and clean condition.
2. Select materials and supplies from the grounds shop, load district truck, and transport to the work area. At the end of the shift, return unused supplies and materials, clean equipment, leaving district truck in a clean and orderly condition.
3. Maintain assigned areas by mowing, trimming, edging and pruning, debris removal, snow removal and salting, and all yard keeping chores.
4. Empty exterior trash cans around the property.
5. Collect and dispose of leaves and refuse.
6. Perform digging around trees and shrubs.
7. Responsible for gas, oil, and lubrication of lawn equipment.
8. Report any mechanical failures or negative conditions to the Director of Operations.
9. Work with other maintenance staff during the winter months.
10. Participate in on-call snow removal. Must be able to be on call 24 hours /7 days a week.
11. Perform moving of equipment, materials, and supplies from building to building.
12. Must be able to use a computer.
13. Complete work orders in a timely manner.
14. Participate in housekeeping of the grounds shop and other work areas.
15. Assist with other tasks that are assigned by the Director of Operations.

### **Daily Procedures:**

1. Communicate with the Director of Operations daily with schedules or assigned work.
2. Check work orders on the district work order system.
3. Wear required protective equipment, i.e. goggles, gloves, earplugs, etc.
4. Empty exterior trash cans.
5. Clean and maintain equipment and a district vehicle.
6. Report any equipment needing repair to the Director of Operations.

Position: HVAC Technician

Reports to: Director of Operations

Term of Employment: 12 month - 40 hour work week as assigned

**Qualifications:**

1. High School diploma or equivalent
2. Previous experience as HVAC technician
3. Basic refrigeration skills
4. Able to operate air conditioning systems I.e. York or McQuay units.
5. Knowledge of electricity and currents.
6. Heat pump systems.
7. Working knowledge of hot water and steam boilers.
8. Knowledge of Pneumatic systems.
9. Able to control the computer HVAC system
10. Able to communicate and understand simple written and oral instructions.
11. Able to understand and read blueprints.
12. Able to effectively operate and maintain district equipment.
13. Able to lift 50lbs and transport material.
14. Able to establish and maintain effective working relationships with others.
15. Must have a current and valid Illinois Drivers License.

**Duties and Responsibilities:**

1. Perform preventive maintenance on all HVAC equipment including air handlers, boilers, geothermal systems, and chillers.
2. Demonstrated ability to problem-solve, use option thinking, and promote creative solutions.
3. Checks heating, ventilation, and air conditioning equipment for proper operating conditions.
4. Performs periodic preventative maintenance such as replacing belts, lubricating motors, and checking refrigerant pressures. Manages air filter changes on a regular basis.
5. Troubleshoots electrical, electronic, and DDC control systems, including thermostats, relays, receivers, controllers, switches, damper motors and actuators, sequencers, and sensors.
6. Makes recommendations on whether malfunctioning equipment should be repaired or replaced. Keeps Director of Operations aware of unusual or costly situations.
7. Installs new HVAC equipment; ensuring that the equipment operates properly.
8. Responds to emergency situations involving HVAC equipment and coordinates the shutdown and restarting of HVAC systems during and after power outages.
9. Coordinates with outside HVAC contractors for warranty, service, and extended service.
10. Provides information and training to staff concerning the operation and status of HVAC systems.
11. Works with DDC systems to manage and monitor building comfort levels and energy consumption. Makes changes and adjustments as necessary.

12. Installs and repairs mechanical system electrical devices including pumps, motors, contractors, and other electrical components.
13. Communicates with building staff regarding the status of repairs and installations.
14. Completes in a timely fashion, trend logs, preventative maintenance records, work orders, and other paperwork as required by policies and regulations.
15. Must be able to be on call 24 hours /7 days a week.

**Daily Procedures:**

1. Communicate with the Director of Operations daily with schedules or assigned work.
2. Check work orders on the district work order system.
3. Wear required protective equipment, i.e. goggles, gloves, earplugs, etc.
4. Clean and maintain equipment and a district vehicle.
5. Report any equipment needing repair to the Director of Operations.

**Working Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling and crouching. Generally, the job requires 10% sitting, 45% walking, and 45% standing.

Position: HVAC Technician Assistant

Reports to: Director of Operations

Term of Employment: 12 month - 40 hour work week as assigned

**Qualifications:**

1. High School diploma or equivalent
2. General working knowledge of HVAC skills
3. Able to communicate and understand simple written and oral instructions.
4. Must be able to read and understand blueprints.
5. Able to lift 50lbs and transport materials.
6. Able to establish and maintain effective working relationships with others.
7. Assist with the district HVAC and perform preventive maintenance on all HVAC equipment including air handlers, boilers, Geothermal Systems, and chillers.
8. Has taken coursework (maintenance classes) provided by the union.
9. Must have a current and valid Illinois Drivers License.
10. Must be able to be on call 24 hours /7 days a week.

**Daily Procedures:**

1. Communicate with the Director of Operations daily with schedules or assigned work.
2. Check work orders on the district work order system.
3. Wear required protective equipment, i.e. goggles, gloves, earplugs, etc.
4. Clean and maintain equipment and a district vehicle.
5. Receive proposals from outside vendors for larger projects and report them to the district of operations.
6. Report any equipment needing repair to the Director of Operations.

**Working Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling and crouching. Generally, the job requires 10% sitting, 45% walking, and 45% standing.

Position: Painter

Reports to: Director of Operations

Term of Employment: 12 month - 40 hour work week as assigned  
Hours: 2 pm to 10 pm during the school year  
6:30 am to 3 pm during the summer

**Qualifications:**

1. High School diploma or equivalent
2. Experience as a painter and drywaller.
3. Able to communicate and understand simple written and oral instructions.
4. Able to perform tasks such as painting, drywalling, taping, patching, staining.
5. Able to work at various heights.
6. Able to lift 50lbs and transport material (athletic equipment, furniture, etc).
7. Able to establish and maintain effective working relationships with others.
8. Must have a current and valid Illinois Driver's License.
9. Must be able to demonstrate the ability to complete various tasks during the interview process.

**Duties and Responsibilities:**

1. Analyze blueprints, schematics, and drawings.
2. Coordinate with assigned Foreman and/or other trades for the purpose of completing projects and work orders efficiently.
3. Apply paint to surfaces including canvas, walls, floors, doors, and cabinets.
4. Mix, match, and apply paint, varnish, shellac, enamel, and other finishes.
5. Scrape, sandpaper, prime, or seal surfaces prior to painting.
6. Cover surfaces with cloth or plastic to ensure protection.
7. Calculate the amounts of required materials needed for the project.
8. Fill cracks, holes, and joints with caulk, putty, plaster, or other fillers, using caulking guns or putty knives.
9. Erect scaffolding, movable and immovable staging, and various rigging to gain access to difficult areas, as well as move furniture and equipment as necessary.
10. Able to remove graffiti on hard surfaces such as brick, stone, concrete, and other surfaces with a power washer.
11. Remove fixtures such as pictures, doorknobs, lamps, and electric switch covers prior to painting.
12. Able to hang drywall, tape, mud, and able to patch when needed.
13. Purchase materials as needed from vendors.
14. Tape off areas when needed.
15. Remove paint splatters when finished.
16. Apply several coats according to paint directions.
17. Clean up all equipment, including brushes and spray guns.
18. Work on ladders to reach high ceilings or walls.

19. Requests equipment and supplies for the purpose of maintaining inventory and ensuring the availability of items required to complete the necessary projects.
20. Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
21. Transports a variety of tools, equipment, and supplies for the purpose of ensuring the availability of materials required at the job site.
22. Must be able to be on call 24 hours /7 days a week.

**Daily Procedures:**

1. Communicate with the Director of Operations daily with schedules or assigned work.
2. Check work orders on the district work order system.
3. Wear required protective equipment, i.e. goggles, gloves, earplugs, etc.
4. Clean and maintain equipment and a district vehicle.
5. Report any equipment needing repair to the Director of Operations.

**Working Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling and crouching. Generally, the job requires 10% sitting, 45% walking, and 45% standing.



Position: Plumber Assistant

Reports to: Director of Operations

Term of Employment: 12 month - 40 hour work week as assigned

**Qualifications:**

1. High School diploma or equivalent
2. General working knowledge of plumbing skills
3. Able to communicate and understand simple written and oral instructions.
4. Must be able to read and understand blueprints.
5. Able to lift 50lbs and transport materials.
6. Able to establish and maintain effective working relationships with others.
7. Assist with the district plumber assemble pipe sections, tubing, and fittings, using couplings, clamps, screws, bolts, cement, plastic solvent, caulking, or soldering, brazing, and welding equipment.
8. Has taken coursework (maintenance classes) provided by the union.
9. Must have a current and valid Illinois Driver's License.
10. Must be able to be on call 24 hours /7 days a week.

**Daily Procedures:**

1. Communicate with the Director of Operations daily with schedules or assigned work.
2. Check work orders on the district work order system.
3. Wear required protective equipment, i.e. goggles, gloves, earplugs, etc.
4. Clean and maintain equipment and a district vehicle.
5. Receive proposals from outside vendors for larger projects and report them to the district of operations.
6. Report any equipment needing repair to the Director of Operations.

**Working Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling and crouching. Generally, the job requires 10% sitting, 45% walking, and 45% standing.

Position: Plumber

Reports to: Director of Operations

Term of Employment: 12 month - 40 hour work week as assigned

**Qualifications:**

1. High School diploma or equivalent.
2. Previous experience as a plumber.
3. Able to communicate and understand simple written and oral instructions.
4. Assemble pipe sections, tubing, and fittings, using couplings, clamps, screws, bolts, cement, plastic solvent, caulking, or soldering, brazing, and welding equipment.
5. Must be able to read and understand blueprints.
6. Able to effectively operate and maintain school district equipment.
7. Able to lift 50lbs and transport materials.
8. Able to establish and maintain effective working relationships with others.
9. Must have a current and valid Illinois Drivers License.

**Duties and Responsibilities:**

1. Check the district work order system daily.
2. Order needed supplies to perform the job that is needed.
3. Must be able to be on call 24 hours /7 days a week.
4. Develop a preventive maintenance plan for each site.
5. Diagnoses causes of problems and/or failures in plumbing/irrigation systems for the purpose of identifying repair and/or replacement
6. Analyzes blueprints, schematics, and drawings of plumbing systems for the purpose of determining the efficient installation of new or upgraded systems.
7. Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
8. Inspects buildings and facilities for the purpose of evaluating conditions, identifying necessary repairs, and recommending preventive maintenance.
9. Installs plumbing systems and fixtures (e.g. hot water heaters, drinking fountains, etc.)
10. Maintains vehicle, tools, and equipment for the purpose of ensuring availability in safe operating condition.
11. Participates in meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
12. Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities on the district work order system.
13. Requests equipment and supplies for the purpose of maintaining inventory and ensuring the availability of items required to complete the necessary installation and/or repair.
14. Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.

15. Transports a variety of tools, equipment, and supplies for the purpose of ensuring the availability of materials required at the job site.
16. Assist with other tasks that are assigned by the Director of Operations.

**Daily Procedures:**

1. Communicate with the Director of Operations daily with schedules or assigned work.
2. Check work orders on the district work order system.
3. Wear required protective equipment, i.e. goggles, gloves, earplugs, etc.
4. Clean and maintain equipment and a district vehicle.
5. Receive proposals from outside vendors for larger projects and report them to the district of operations.
6. Report any equipment needing repair to the Director of Operations.

**Working Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling and crouching. Generally, the job requires 10% sitting, 45% walking, and 45% standing.

Position: Utility Position

Reports to: Director of Operations

Term of Employment: 12 month - 40 hour work week as assigned  
Hours: 7 AM to 3:30 PM

**Qualifications:**

1. High School diploma or equivalent
2. Able to communicate and understand simple written and oral instructions.
3. Able to work at various heights.
4. Able to lift 50lbs and transport material (athletic equipment, furniture, etc).
5. Able to establish and maintain effective working relationships with others.
6. Must have a forklift license.
7. Must have a current and valid Illinois Driver's License.

**Duties and Responsibilities:**

1. Able to perform general maintenance task such as hanging bulletin boards, repairing lockers, and other duties as assigned through the work order system
2. Exterior trash pick up daily.
3. Mow district property
4. Snow removal when required.
5. Collect and dispose of leaves and refuse.
6. Perform digging around trees and shrubs.
7. Responsible for gas, oil, and lubrication of lawn equipment.
8. Report any mechanical failures or negative conditions to the Director of Operations.
9. Assist with other maintenance staff during the winter months (Plumber, Painter, HVAC, Electrician).
10. Participate in on-call snow removal. Must be able to be on call 24 hours /7 days a week.
11. Perform moving of equipment, materials, and supplies from building to building.
12. Must be able to use a computer.
13. Complete work orders in a timely manner.
14. Participate in housekeeping of the grounds shop and other work areas.
15. Assist with other tasks that are assigned by the Director of Operations.
16. Load and unload trucks with a forklift.
17. Response to calls on 2-way radio

**Working Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: working outdoors in all types of weather, significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling and crouching. Generally, the job requires 10% sitting, 45% walking, and 45% standing.

**POSITION:** Engineer

**REPORTS TO:** Director of Operations and Building Administrator

### **BASIC FUNCTION**

Perform routine engineer activities at an assigned school site or facility; maintain buildings and adjacent grounds areas in a clean, orderly, and secure condition.

### **DUTIES**

1. Perform routine engineer activities at an assigned school site or facility; sweep, scrub, mop, strip, wax, and polish floors; vacuum rugs and carpets in classrooms, offices, workshops, and other work areas; spot clean and shampoo carpets.
2. Clean classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways, and other facilities as assigned; dust and polish furniture and woodwork; empty waste receptacles; spot mop spills; remove gum, debris, and graffiti as needed.
3. Clean and disinfect drinking fountains and restroom facilities including sinks, toilets, and urinals; fill dispensers with towels, soap, toilet paper, and other items; wash mirrors, tile, walls, and windows; unclog drains and toilets.
4. Pick up the paper and other debris from school grounds, walkways, and areas adjacent to school facilities; sweep concrete surfaces adjacent to the school building.
5. Operate engineer equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, and other equipment as assigned.
6. Replace light bulbs and tubes; clean chalkboards, whiteboards, trays and erasers; empty pencil sharpeners; clean tables, chairs, and floors.
7. Move and arrange furniture and equipment; prepare classrooms, gymnasiums, and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and other furniture and equipment; clean up furniture, equipment, and debris following these events.
8. Lock and unlock doors, gates, and windows as appropriate; turn lights on and off as needed; maintain the security of assigned areas according to established guidelines; set alarms as appropriate.
9. Report safety, sanitary, and fire hazards to appropriate personnel; report need for maintenance and repairs to appropriate authority.
10. Participate in the thorough cleaning and restoration of campus facilities during vacation periods.
11. Keep walks and the entry free from snow for building activities, including evening events, or rentals.
12. Other duties related to the basic job function as may be assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

1. Proper methods, techniques, materials, tools, and equipment used in modern engineer work.
2. Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls, and fixtures.
3. Proper methods of storing equipment, materials, and supplies.
4. Requirements of maintaining buildings in a safe, clean, and orderly condition.
5. Appropriate safety precautions and procedures.
6. Proper lifting techniques.

### **ABILITY TO:**

1. Perform routine engineer activities at an assigned school site or facility.
2. Maintain buildings and adjacent grounds areas in a clean, orderly, and secure condition.
3. Use cleaning materials and equipment in a safe and efficient manner.
4. Operate a variety of engineer equipment.
5. Maintain tools and equipment in clean working order.
6. Move and arrange furniture and equipment.
7. Observe and report safety hazards and the need for maintenance and repair.
8. Understand and follow oral and written directions.
9. Observe health and safety regulations.
10. Meet schedules and timelines.

## **EDUCATION AND EXPERIENCE:**

High school diploma or GED and sufficient training and experience to demonstrate the knowledge and abilities listed above.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

1. Indoor and outdoor work environment.
2. Subject to fumes, dust, and odors.

### **PHYSICAL DEMANDS:**

1. Dexterity of hands and fingers to operate a variety of engineer equipment.
2. Walking or standing for extended periods of time.
3. Seeing to perform engineer duties.
4. Lifting, carrying, pushing, or pulling moderately heavy objects.
5. Bending at the waist, kneeling or crouching.
6. Reaching overhead, above the shoulders and horizontally.
7. Climbing ladders and working from heights to replace light bulbs.

### **HAZARDS:**

Exposure to cleaning agents and chemicals.  
Working on ladders.

### **Building Engineer**

1. Changing filters
2. Check HVAC and cooling systems

3. Check emergency lighting monthly
4. Check playground equipment monthly
5. Responsible for, fire, police, and ROE walk-throughs
6. General maintenance
7. Able to submit work orders in a timely fashion
8. Responsible for ordering supplies

#### Utility Engineer

1. Able to work various hours a day
2. The employee would be responsible to handle the Building Engineer responsibilities if he or she is in that position for a long period of time.
3. special projects that are assigned by the Operations Department
4. May be responsible for building engineer