

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Classified - Maintenance - Assistant
Reports To: Director of Building & Grounds Classification: At-Will-Employee
Approved By: Board of Education Approval Date: June 9, 2020

QUALIFICATIONS:

The employee has a 40-hour workweek with occasional required overtime and must be able to respond to emergencies on a 24-hour basis. Must be able to lift 50 pounds. A Commercial Driver's License (CDL) with school bus and air brake endorsement is required for the position. Maintenance Assistants shall hold a valid state driver's license and within six months of employment or secure a CDL and proper certification to operate a school bus with air brakes within 120 days of hire. Thereafter, certification shall be maintained to operate a school bus. The employee shall have a high school diploma or general education degree (GED) plus vocational training or two years of experience and/or training; or equivalent combination and experience. Employees are expected to be proficient in their responsibilities and provide leadership to others.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Be familiar with and utilize maintenance manuals provided by equipment suppliers relative to proper settings, maintenance, and operation of all equipment in the School Corporation. This includes such equipment as:
 - a. Boiler and burner operation
 - b. Air-conditioning equipment
 - c. Wall heating units
 - d. Circulation of air and water throughout the building
2. Diagnose electrical and mechanical problems, then make necessary repairs as needed.
3. Diagnose plumbing problems and make repairs as needed.
4. The Maintenance Assistant shall complete work orders as approved by the supervisor.
5. On a routine basis, check all trucks, tractors, and spare buses for repair and service. Add fluids if necessary.
6. Observe all laws and standards as set forth under IOSHA and AHERA.
7. Recommend the need for supplies and/or equipment to the supervisor.
8. The Maintenance Assistant shall clean instructional areas as assigned.

9. Remove snow/ice from playgrounds, parking areas, and sidewalks prior to the arrival of parents, staff, students, and buses.
10. The Maintenance Assistant shall maintain the security of all equipment and buildings.
11. The Maintenance Assistant shall maintain continual education in this job.
12. The Maintenance Assistant shall maintain a positive relationship with other staff, parents, and students.
13. The Maintenance Assistant shall maintain fields for practice and competition as necessary.
14. The Maintenance Assistant shall care for lawn and grounds as needed by mowing, trimming, etc.
15. Transport students and assist with transportation needs as assigned by the Superintendent or the Director of Buildings and Grounds.
16. The Maintenance Assistant shall perform other duties, as assigned by the Superintendent, the Director of Buildings and Grounds, or out of necessity to fulfill the requirements of the position.