

**WESTPORT COMMUNITY SCHOOLS  
WESTPORT, MASSACHUSETTS**

**JOB DESCRIPTION**

**TITLE:** Maintenance Assistant

**QUALIFICATIONS:**

1. Have mechanical aptitude and experience in fields of plumbing, electrical, carpentry, pneumatic controls, masonry, painting, landscaping, roof repairs, small engine repair, heating and ventilation.
2. Three verified references.
3. Certificate of good health signed by a licensed physician.
4. A trade license issued by the State of Massachusetts is desired but not required.
5. Must be bondable
6. Must hold valid driver's license.
7. Such alternatives to the above and qualifications as the School Committee may find appropriate and acceptable.

**The School Committee reserves the right to waive any of the above in the best interest of the school system.**

**REPORTS TO:** Head of Maintenance and Facilities

**JOB GOAL:**

To maintain and service school district plant facilities and systems and services for optimum benefit of the students.

**FAIR LABOR STANDARDS ACT CLASSIFICATION:**

Nonexempt

**GENERAL DUTIES AND RESPONSIBILITIES:**

1. Plumbing
2. Performs plumbing tasks not requiring a license.
3. Assists in plumbing tasks requiring a licensed plumber.
4. Electrical
5. Performs electrical tasks not requiring a license.
6. Assists in electrical tasks requiring a licensed electrician.
7. Carpentry
8. Performs rough carpentry.
9. Makes frames for screens.
10. Repairs and replaces door closures
11. Repairs and replaces door locks.
12. Installs dead bolts - mortised type and others.
13. Repairs and additions to relocatables.
14. Repairs desks and chairs, tables and podiums, etc.
15. Repairs doors.
16. Replaces broken windows, all sizes.
17. Paints.
18. Repairs and seals roof leaks.

**PERFORMANCE RESPONSIBILITIES:**

1. Conducts patrol inspections of doors, windows, and gates to determine that they are secure and working properly.
2. Corrects and/or reports any unusual conditions or malfunctioning of heating, plumbing, or electrical systems.
3. In the absence of the Head of Maintenance & Facilities the maintenance assistant will assume the duties of the Head of Maintenance & Facilities in which s/he is qualified to perform.
4. Performs facilities security checks as needed.
5. Performs and assists plant facilities and equipment maintenance as assigned.
6. Serves as a backup to open a building when a person is out.
7. Performs duties of general custodian for building and grounds as needed.
8. Picks up and distributes mail, documents, equipment, materials, and money between schools and other destinations and makes bank drops.
9. While performing custodial tasks at various schools, s/he will be under direct supervision of the Head of Maintenance and/or her/his designee.
10. While performing courier activities, s/he will be under direct supervision of the Head of Maintenance and/or her/his designee.
11. Will remain in communication with her/his supervisor during the course of the day and will adjust her/his daily schedule according to the needs of the system.
12. Responsible for operation of school department vehicles and the checking of equipment such as tires, fluids, gas, oil, etc.
13. Performs lawn and landscaping duties.
14. Regular, reliable attendance
15. Performs such other appropriate tasks as may be assigned from time to time.

**LANGUAGE SKILLS:**

Knowledge of the structure and content of the English language. Ability to read and interpret documents such as rules, policies, instructions, correspondence, and procedures. Ability to write routine reports and correspondence. Ability to speak effectively to employees, students, and the general public.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the major responsibilities of this position. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the major functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or operate tools, objects or controls; reach with hands and arms. The employee is required to walk, stoop, or kneel. The employee must be able to lift up to 30 pounds without assistance and up to 150 pounds with assistance. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the major functions of this position.

The position requires an individual to work inside a classroom and office setting where noise level in the work environment is usually moderate. This position also requires an individual to work outside where the noise level in the work environment can be moderately high.

**TERMS OF EMPLOYMENT:**

Full Year. Salary to be determined by contract between School Committee and labor bargaining unit.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Committee's policy on Evaluation of Support Services Personnel.

**APPROVED BY:** Westport School Committee **DATE:** June 29, 1993  
Revised: Feb. 29, 2016

**REVIEWED AND AGREED TO BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Code: MainAsst