

**LEWIS CENTRAL COMMUNITY SCHOOLS
OPERATIONS DEPARTMENT
POSITION DESCRIPTION**

NAME

TITLE **Maintenance**

- QUALIFICATIONS:**
1. Must have a high school diploma or equivalent.
 2. Must be able to read and write and follow oral and written instructions.
 3. Must be able to communicate effectively with people.
 4. Must be self-motivated.
 5. Must possess a positive attitude, work well with others and display a serving and helpful manner.
 6. Must operate all equipment.
 7. Must possess skills necessary for the proper maintenance and repair of buildings, grounds and equipment.
 8. Must be able to work for long periods in a standing or stooped position.
 9. Must be able to do vigorous physical labor and to lift objects (routinely lifts 50 pounds unassisted).
 10. Must be able to work from ladders and scaffolds.
 11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Administrator and/or Director of Operations, or designee.

POSITION GOAL: Performs all work required for the general maintenance of the buildings and grounds for effective and efficient operation of the school.

TERMS OF EMPLOYMENT: Days and hours to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of Board policies.

PERFORMANCE RESPONSIBILITIES:

Instruction: A three-point scale is used in the evaluation. A single () mark should be made in the appropriate box.

- (1). Right on Target: Full expectations of the district.
- (2). Improvement Requested: Additional attention in this area is warranted
- (3). Unsatisfactory: Unacceptable performance. Does not meet district standards.
- (x). Not applicable: There will be sections that may not apply to some evaluations.

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|-------|----|--|
| _____ | 1. | Plans and assists in the accomplishment of maintenance of buildings and grounds. |
| _____ | 2. | Uses equipment properly. |
| _____ | 3. | Follows and complies with all District policies. |
| _____ | 4. | Completes time and material reports as required. |
| _____ | 5. | Completes work in compliance with all applicable codes. |

- _____ 6. Maintains a positive attitude.
- _____ 7. Demonstrates initiative and is self motivated.
- _____ 8. Monitors and insures all buildings and grounds are safe.
- _____ 9. Initiates work orders to resolve problems.
- _____ 10. Maintains driveways, sidewalks and play ground areas.
- _____ 11. Completes general maintenance on a variety of projects.
- _____ 12. Unlocks and/or secures the buildings per established procedure.
- _____ 13. Assists with the established procedure for displaying the flags.
- _____ 14. Assists as directed to set up and facilitate breakfast and lunch.
- _____ 15. Cleans area after breakfast and lunch and prepares the area for school.
- _____ 16. Completes cleaning activities as instructed.
- _____ 17. Polices and maintains restrooms and corridors during the day.
- _____ 18. Delivers supplies as instructed.
- _____ 19. Performs other duties as directed.

_____ Attendance

_____ Punctuality

_____ Dependability

_____ Relationship with Other Personnel

_____ Relationship with Students/Public

_____ Quality of Work

_____ Cooperation

_____ Work Habits (Neatness, Speed, Etc.)

_____ School Ethics (Confidentiality, Loyalty)

_____ Other _____

EVALUATION SUMMARY

I believe that this employee's major strong points are:

- 1. _____

- 2. _____

- 3. _____

I believe that the following areas need improvement:

- 1. _____

- 2. _____

- 3. _____

I have read this evaluation and have had a conference with the evaluator. Yes No

I agree with the evaluator. Yes No

If no, with what specific statement(s) do you disagree?

Signature of Evaluator _____ Date: _____

Signature of Employee: _____ Date: _____