

WAUNAKEE COMMUNITY SCHOOL DISTRICT

MAINTENANCE WORKER

Job Description

QUALIFICATIONS:

- 1) High school diploma
- 2) Job related training or skills
- 3) Good communication skills
- 4) Ability to assume responsibility, display initiative, and exercise good judgment.

REPORTS TO: Director of Facilities

GENERAL RESPONSIBILITIES:

Repair and maintain equipment, buildings, and grounds at all locations. Perform painting, carpentry, basic plumbing, basic electrical, welding, masonry, and other mechanical maintenance and construction work. The job demands the ability to bend and lift, stand and/or walk for extended periods of time, and to climb and reach. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

ESSENTIAL FUNCTIONS:

- 1) Operate lawn mowing equipment, maintain trees, shrubbery, beds, control weeds, leaves, and beautify grounds
- 2) Operate snow removal equipment including plow truck, skid steer, tractors, salting equipment, snowblowers, shovels
- 3) Maintain fences, fence lines, and property borders
- 4) Assist with the preparation, setup, and breakdown of activities equipment and security
- 5) Maintain and repair District machinery
- 6) Maintain and repair athletic field equipment
- 7) Maintain tools and keep inventory.
- 8) Assist Director of Facilities in executing a preventive maintenance program.

- 9) Regularly load, lift or unload supplies, materials, and equipment from 50-75 lbs
- 10) Maintain confidentiality regarding students, student records, parents, staff and any other school-related issues.
- 11) Maintain confidentiality and loyalty to employer.

OTHER FUNCTIONS:

- 12) Perform other responsibilities as assigned by the Director of Facilities, Business Manager, or Superintendent.
- 13) Promote a positive image of the District at all times.

Adopted: 4/22/91

Revised: March 1994
9/8/97
10/29/2020

Waunakee Community School District