

## NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Building Maintenance Assistant

QUALIFICATIONS:

1. High School diploma and job-related experience and/or HVAC advanced education.
2. Demonstrate a basic knowledge of HVAC systems, electrical and plumbing repair.
3. Able to read and understand construction prints and electrical schematics.
4. Ability to learn new skills and procedures with minimum instruction.

REPORTS TO: Maintenance Supervisor and Director of Operations

JOB GOAL: Accomplish all assigned duties with expedience for the betterment of the educational setting and facilities.

PERFORMANCE RESPONSIBILITIES:

1. Assist maintenance personnel with all general upkeep, remodeling and building renovations.
2. Perform preventative maintenance on district equipment ranging from vacuum sweepers to rooftop HVAC units.
3. Perform in building repairs, such as minor repair of plumbing fixtures, electrical repair of lights, outlets and other associated equipment.
4. Perform periodic preventative maintenance of HVAC systems by changing air filters, V-belts, oiling, greasing and general cleaning of rooftop coils.
5. Maintain a high level of professionalism with the public and district personnel.
6. Communicate on a regular basis all problems and progress with assigned task.

TERMS OF EMPLOYMENT: Twelve months. Salary established by the School Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the School Board's policy.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Incumbent)

(This job description contains only measurable performance responsibilities).

4/1/03