

**RSU No. 5 Durham ~ Freeport ~ Pownal  
Maintenance Specialist Job Description**

**QUALIFICATIONS:**

1. High School diploma or equivalency diploma
2. Working knowledge of building maintenance systems and equipment
3. Demonstrates an aptitude and competence for assigned responsibilities
4. Maintains all pertinent license requirements needed
5. Holds or has the ability to obtain a valid State of Maine CDL with P & S endorsements within 6 months of employment
6. Maintains a clean driving record

**REPORTS TO:**

Director of Facilities & Transportation, Building Administrator or Designee

**JOB GOAL:**

To provide students, staff and the general public with a safe, clean, comfortable and efficient place to work, learn, play and develop.

**PERFORMANCE RESPONSIBILITIES:**

1. Works flexible hours to meet the needs of RSU No. 5,
2. Keeps the interest of the students and staff foremost in all aspects of employment,
3. Receives maintenance requests as they arrive, prioritizes maintenance needed, assigns duties to qualified personnel, maintains updates to requests and closes requests upon completion,
4. Plans workload to ensure the most efficient use of time is maintained on the job,
5. Supervises seasonal help and work study students, if needed,
6. Brings in deliveries as needed (E.g. paper, office supplies, routine deliveries),
7. Coordinates snow removal efforts with Field Maintenance Supervisor,
8. Assumes responsibility for closing of the Maintenance Shop each school day; ensures before leaving that all doors and windows are secured, and all lights, except those on for safety, are turned off,
9. Maintains proper settings of timed devices (E.g. lights, heating) to account for sunrise and sunset times and Daylight Saving Time changes for the safety of students, staff and the general public,
10. Maintain building systems during and following power outages such as connecting and operating generators, moving supplies that may spoil and relighting gas pilots,
11. Performs routine maintenance duties such as minor electrical repairs, plumbing repairs, wall repairs, appliance repairs and other duties necessary to ensure a safe and well maintained facility,
12. Coordinates with outside contractors for electrical, plumbing and construction repairs outside of the scope of licensure,
13. Follows proper safety procedures when operating equipment and complies with safety regulations of OSHA, EPA and Maine Professional Board of Licensing,
14. Promptly reports to the Director of Facilities and Transportation and/or Director of Nutrition and Building Administrator any major repairs needed,
15. Maintains communication with Director of Facilities and Transportation,
16. Remains on school premises during work hours with the exception of obtaining repair materials from outside vendors and scheduled breaks,
17. Maintains a regular schedule to ensure that daily responsibilities are performed, has regular attendance and is punctual for assignments,
18. In a timely manner, informs Director of Facilities and Transportation of his or her absence and logs absences into absentee system,
19. Displays the poise of a disciplined person, is tactful in dealing with others, is resourceful and self-reliant, demonstrates respect for self and others, accepts suggestions and follows instructions,

20. Follows the proper chain of command and exercises confidentiality of privileged information relating to school and personal matters,
21. Sets a good example in the areas of personal hygiene, neatness and proper dress, courtesy, consideration, cooperation and proper use of language. Vulgar or sexually suggestive language is not permitted at any time and
22. Performs all other related duties as deemed necessary by the Director of Facilities and Transportation and/or the building administrator.

**Essential Functions:**

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand the policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting, bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.
8. Lift up to 50 pounds.

**Legal and Ethical Duties:**

1. Maintains confidentiality on all aspects of student information.
2. Maintains confidentiality about all aspects of work, student performance, and written and oral records.
3. Demonstrates a respect for the legal and human rights of students, staff and parents.
4. Follows health and safety procedures established by RSU No. 5.
5. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
6. Demonstrates loyalty, dependability, integrity, and other ethical standards.
7. Follows the proper chain of command for concerns and exercises confidentiality of privileged information relating to school and personnel matters.
8. Observes Board and school policies.
9. Meets and follows all State and federal laws and regulations.

**TERMS OF EMPLOYMENT:**

In accordance with the negotiated agreement.

**EVALUATION:**

Director of Facilities and Transportation will evaluate the performance of this job annually in accordance with this document.

**NOTE:**

The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

*To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*I have read and understand the terms and conditions of this position.*

**Employee's Printed Name:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

