



ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

District Maintenance

Department: Custodial/Maintenance
Title of Immediate Supervisor: Director of
Building and Grounds
Duty Year: 260 days
Duty Week: 40 hours

Shift: Day shift, Monday-Friday, 7:00-3:30pm
or as required (*hours and days of service may
vary at certain times of year and are subject to
change according to District needs*)

Position Overview & Responsibilities

Perform work on deferred capital and maintenance projects in order to prevent erosion, and reduce depreciation, of district facilities as directed. In addition, provide district-wide maintenance support for School District buildings, grounds and equipment in order to provide a clean, safe and healthy learning environment for students and staff.

- Analyzes and prioritizes District maintenance as directed in deferred capital and maintenance projects and tasks.
- Ensures operation of district maintenance and mechanical equipment by completing preventative maintenance requirements by following diagrams, sketches, operations manuals, manufacturer's instructions, and engineering specifications to troubleshoot malfunctions.
- Completes requested repairs on equipment around the District.
- Maintains district maintenance records and inventory.
- Assists contractors in repairs and/or replacement of district equipment.
- Forwards requests for equipment as needed for repairs to Director of Building and Grounds.
- Provides customer service to students, staff, visitors and the general public.
- Repairs, replaces, and/or maintains HVAC equipment and boilers.
- Assists in maintaining all district owned or operated sites.
- Repairs and maintain power equipment.
- Performs other duties as assigned.

Requirements & Qualifications

High school diploma or equivalent is required. Valid MN driver's license is required. 2nd class boiler license is strongly preferred, and must otherwise be attained within the first two years of employment. Ability to pass physical requirements evaluation is also required. Previous experience working in electronic or mechanical maintenance or other related experience is preferred.

Physical requirements include the ability to lift and carry objects, pushing and pulling, crawling and kneeling, bending and twisting, climbing ladders, and similar physical activities. This position also involves extended periods of time on feet and repetitive motions in performing tasks. Will need to be able to lift a minimum of 85 lbs.



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Essential Functions & Skills

This position requires an ability to work safely at all times.

- Ability to recognize and report safety hazards.
- Knowledge of proper cleaning techniques.
- Ability to follow written and verbal directions.
- Ability to employ proper lifting techniques.
- Basic communication and computer skills.
- Ability to work effectively in a team environment.
- Organizational and time management skills.

Equal Employment Opportunity Employer

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status.