

LYON COUNTY SCHOOL DISTRICT

Temporary Maintenance Helper

Terms of Employment: Temporary, 19.5 hours weekly dependent on maintenance project, Not PERS applicable
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY: Under supervision by the Site Principal or designee, along with the Operations Maintenance Supervisor, the primary responsibility of Maintenance employee is the keeping of physical school facilities in operating condition so that the full educational use may be made of them at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Communicates ongoing maintenance issues, concerns and repairs to the District Operations Supervisor.
2. Directs custodial crew regarding the routine tasks of maintaining the school facility in a condition of operating excellence, cleanliness and safety.
3. Inspect mechanical equipment to ensure it is operating properly. Check water and oil flows, pressures, temperatures, and quantities. Takes action to maintain them within safe operating limits. Adjusts controls as necessary to maintain proper temperatures and flows. Checks control and safety valves for proper operations. Assists in inspecting fire boxes for damage. Flush and drain boilers and tanks, adding chemical water treatment compounds as needed.
4. Cleans and maintains electrical control systems.
5. Performs inspections and preventative maintenance according to an established schedule. Oils and lubricates, replaces gaskets and seals, replaces belts, and cleans or replaces filters and strainers. Assists in replacing and repairing major system components such as compressors, fan motors, pumps, circuit breakers, timers and other controls and machinery. Checks for water, steam, fuel or lubricant leaks.
6. Inputs tickets for items in need of repair throughout the facility. Notifies the District Operations Supervisor or takes appropriate action.
7. Replaces light bulbs and fluorescent tubes, ballasts, switches, outlets and relays. Replaces or repairs broken plumbing fixtures. Adjusts or repairs doors, door closers, locks and crash bars. Repairs lockers. Performs minor carpentry repairs and repairs to walls, floors and ceilings. Replaces broken fixtures, lays tile, and patches plaster. Performs spot painting to walls and ceilings.
8. Inspects and maintains recreational/sports equipment, bleachers and backstops. Completes and logs complete inspection of recreational/sports equipment every 30 days.
9. Completes basic landscaping care, including but not limited to garbage pickup, weed pulling, putting rocks back into rock beds.
10. Maintains a log of all work performed.
11. Maintains instrument reading log. Cleans and maintains mechanical rooms.
12. Checks to insure building security.
13. Serves as on-call person for maintenance issues during non-school hours.
14. Serves on site safety committee.
15. Maintains and updates inventory of supplies and furniture. Orders additional supplies and furniture annually.
16. Maintains and updates MSDS log. Secures and maintains proper storage of hazardous chemicals. Completes annual report of hazardous materials.
17. Assists with all required county, state and federal inspections of facilities and equipment.
18. Participates in evaluation process of site custodial crew.
19. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, students, and the community.
20. Regular and consistent punctuality and attendance are essential functions of the job
21. Performs other tasks related to the position as assigned by the District Operations Supervisor.

DISTINGUISHING CHARACTERISTICS: May involve supervision and/or participation in the work of an assigned Lyon County School District facility on a daily basis. Also, work hours may include nights and weekends when the work requires.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Mechanical maintenance and repair techniques in all aspects for a school physical plant
2. Basic to advanced understanding and skills in plumbing, electrical, HVAC, swamp coolers and boilers
3. Basic computer/technological skills
4. Use good judgment in applying established guidelines to solve work problems
5. Work independently and without close supervision but as directed by District Operations Supervisor
6. Supervise custodial crew while overseeing daily tasks of maintaining the school facility in a condition of operating excellence, cleanliness and safety.
7. Work and communicate effectively with all people contacted in the work environment
8. Understand and carry out moderately complex written and oral instructions

POSITION REQUIREMENTS:

Education, Training and Experience:

1. High school graduation or other equivalent (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).

Preferred Qualifications:

1. Specialized knowledge of three-phase and single-phase power, boilers, hot water circulating pumps, chiller towers, HVAC systems, swamp coolers, and water source heat pumps desired but not required.
2. Possess physical and mental stamina commensurate with the responsibilities of the position.
3. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Lyon County School District.

Licenses and Certificates:

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Specialization, technical or trade school credentials or experience in a specialized field is required for Maintenance IV positions.

EXAMPLES OF ASSIGNED WORK AREAS:

Lyon County School District schools and grounds, (classrooms, restrooms, locker rooms, corridors, school theaters, cafeterias, exterior grounds, etc.), offices, construction sites, etc.

WORK ENVIRONMENT:

Strength: Medium/Heavy - exert force to 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. May involve significant stand/walk/push/pull.

Physical Demands: Occasional climbing, balancing, crouching, and crawling. Frequent stooping, reaching, kneeling, handling, repetitive fine motor activities, talking, and hearing. Vision: occasional near and far acuity, depth perception, and color vision.

Environmental Conditions: Climate controlled office setting and exposure to weather with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Portable man-lift, truck-mounted carpet extractor, various cleaning equipment, (i.e. vacuum, backpack vacuum, buffer, etc.).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting				
Standing			X	
Walking			X	
Bending/Stooping/ Squatting/Twisting			X	
Crawling		X		
Kneeling		X		
Reaching above of body		X		
Reaching away from body		X		
Climbing Stairs		X		
Climbing while working (ladder, stools, roofs, poles)		X		
Balancing				
Lifting &/Or Carrying objects: Up to 50 Pounds or 1/3 Bodyweight		X		
Pushing		X		
Pulling		X		
Grasping/ Gripping		X		
Handling				
Applying Torque (arms)		X		
Fine Manipulation				
Repetitive Work			X	
Weight Bearings		X		
Typing, Keyboarding, or Entering Data				
Computer Monitor/ CRT		X		
Driving a Vehicle				
Working Alone			X	
Operating Machinery or Equipment:			X	
Heavy Equipment	X			
Vibrating Equipment				
Power Tools	X			
Machine/Electrical Hazards	X			
Ladders ≥ 6 Feet	X			
Personal Protective Equipment	X			
Respirator Use				
Work Conditions:				
High Noises	X			
Heights	X			
Confined Spaces	X			
Heat Stress				
Cold Stress				
UV Exposure	X			
Hazardous Chemical/Waste	X			

>8 Hrs Day				
Overtime/Irregular Hrs		X		
Senses:				
Eyes		X		
Visually Demanding Work		X		
Near Vision		X		
Far Vision		X		
Depth Perception		X		
Basic Color Discrimination				
Hearing Protection	X			
Speech Discrimination				
Audio Alarms		X		
Ability to Smell		X		

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Signature: _____

Date: _____

Administrator/Management Signature: _____

Date: _____