

OZARK R-VI SCHOOLS
JOB DESCRIPTION

TITLE: MAINTENANCE LEVEL 3

QUALIFICATIONS:

1. Knowledge of electrical equipment and related maintenance
2. Knowledge of plumbing and related maintenance
3. HVAC Certification and EPA 1, 2 and 3 Certification or Two year degree with certification in Facility Management or Turf Management.
4. Ability to work industrial mowers and related equipment.
5. Ability to work independently.
6. Basic computer skills – Send and receive email, use district HR program.
7. High school diploma.

REPORTS TO: Director of Maintenance

JOB GOAL: To perform skilled maintenance tasks for the District including electrical, plumbing and to conduct preventive maintenance inspections.

PERFORMANCE RESPONSIBILITIES:

1. Conducts preventive maintenance inspections; determines what equipment is broken or operating inefficiently.
2. Repairs or replaces a variety of fixtures and equipment such as lights, electric motors, furnaces, stoves, kilns, washers, dryers, and water coolers
3. Orders and processes supplies and equipment
4. Services and maintains all district HVAC and refrigeration equipment and/or related specialty.
5. Certified in backflow inspections and water testing
6. Maintains school grounds in attractive, clean and safe condition.
7. Ensures all safety procedures are followed by all employees.
8. Performs other tasks as assigned.

PHYSICAL DEMANDS:

- Must be able to lift up to 50 pounds, climb ladders & use lifts to work on equipment.
- ability to work in confined spaces for lengthy periods of time.
- repeated turning/twisting motions.
- repeated movements to and from the floor; standing and walking up to 8 hours.

TERMS OF EMPLOYMENT: 12 months as per school board policy GBDBA

TYPE OF POSITION: Nonexempt

EVALUATION: Annually by Director of Maintenance

PAYSCALE: Classified Hourly Non-Exempt Scale

APPROVED BY SCHOOL BOARD: June 24, 2021