

SEDALIA SCHOOL DISTRICT #200

Job Title: Maintenance Craftsman

Job Overview

- Maintenance Craftsman Salary Schedule
- Hourly paid on demand
- Reviewed annually with recommendation for re-employment by May 15
- Reports to Maintenance Director

Qualifications

- Valid Missouri Driver's License
- Physical ability to perform duties required
- Possess basic construction and facility skills in plumbing, electrical, and building trades
- Ability to assess, organize, and execute jobs effectively
- Ability to use available resources to complete a job
- Knowledge to use various cleaning supplies and equipment in a safe manner
- Demonstrate leadership and organizational skills
- Work well with others
- Work with little or no supervision
- Ability to follow directions
- Effective communication skills

Other Working Conditions

- Vacations, leave policies, and fringe benefits as stated in Board policies
- Possess an ethical and professional attitude toward colleagues and the policies of the district

Responsibilities and Duties

- Maintenance of district facilities and equipment as assigned by work order from the maintenance supervisor or other administrative personnel
- Be available in case of emergency to maintain district facilities and equipment in efficient operating condition
- Purchase materials as approved by the maintenance director or other administrative personnel
- Assist with the procurement and warehousing of required materials
- Observe and assess problems in need of repair or maintenance of district facilities and equipment
- Perform duties as assigned by the maintenance director and his representative through work order or verbal directive
- Maintain good physical condition and neat appearance with ability to lift 50 pounds as needed
- Perform all duties in a safe manner while maintaining a safe working environment using safety materials issued by the District
- Maintain a positive attitude of support for the district and its goals at all times while performing District work
- Be available to work special events and extra hours when needed and called upon to maintain District facilities
- Continuous effort to improve operations and work processes to provide quality maintenance service
- Continue to strive to improve and broaden skill levels
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the maintenance director or other administrative personnel

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.