

Position: Maintenance/Mechanic

Job Summary: Performs duties daily, maintaining buildings, grounds, and mechanical equipment. This includes but is not limited to performing other maintenance duties assigned by the Director of Facilities. Assist with installing, troubleshooting, and repairing complex building, electrical, plumbing, and carpentry systems. Perform preventative maintenance cleaning, repair, adjustment, and lubrication, as well as modification of equipment. Maintains buildings, grounds, athletic fields, etc., as directed. Removes snow and ice as necessary. Assist Director of Facilities as requested.

Qualifications/Minimum Requirements:

1. High School diploma or equivalent.
2. Technical School Training in one or more trades (preferred).
3. Experience and/or training in groundskeeping and maintenance, and possess basic mechanic skills.
4. Ability to maintain grounds equipment and landscaping.
5. Requires understanding of instructions in written, oral, or diagrammatic form.
6. A valid Illinois Driver's License is necessary.

Reports to: Director of Facilities

Responsibilities and Skills:

- Perform inspections, cleaning, and maintenance on all building systems and grounds, using hand and power tools to ensure safe, compliant operations.
- Work independently and across trades, using wiring diagrams, service manuals, and codebooks to perform repairs; stay current with technology and safety practices.
- Maintain a safe working environment, keep updated on safety-related procedures, and support emergency responses, such as snow and ice removal, as needed.
- Engage with district staff, suppliers, and community members pleasantly and professionally, effectively communicating repair needs and procedures.
- Maintain groundskeeping and other equipment, ensuring readiness and safety of all district properties for staff and students.
- Conduct physically demanding tasks, including lifting up to 100 lbs, and maintain dexterity for precise repairs and operations.
- Accurately complete necessary paperwork and maintenance logs, assisting the Director of Facilities with additional tasks as requested.

Physical Demands (Strength):

- Exert 50 to 100 pounds of force occasionally, and/or
- Exert 25 to 50 pounds of force occasionally, and/or
- Exert 10 to 20 pounds of force constantly.

Terms of Employment: (*Anticipated work day* 12pm-8pm). 8 hours per day/260 days per year

Benefits:

- The O'Fallon Support Personnel Federation Collective Bargaining Agreement outlines the salary and benefits package.
- Professional development opportunities.
- Supportive and collaborative work environment.
- Opportunity to make a positive impact on the lives of students.