

TITLE: MAINTENANCE STAFF

QUALIFICATIONS: Experienced in the following areas:

- a. General maintenance
- b. Electrical trades
- c. Plumbing trades

Good organizational, time management and inter-personal skills. Must be self-motivated and have a positive attitude.

REPORTS TO: Head of Maintenance

ASSISTS IN: The maintenance work to Unit #1 Schools, all maintenance work to Unit #1 buildings and grounds, and week-end emergency call list

JOB GOALS: The safe, efficient, and economical operation of the school plants, including the maintenance and repair work necessary as well as the cleaning and operations needed for a safe and healthy environment. The safe, efficient, and economical maintenance of the school grounds, including the necessary maintenance and repair work required to maintain a safe and healthy environment.

PERFORMANCE RESPONSIBILITIES:

1. Maintain and repair buildings and grounds in order to provide a safe and healthy environment for District students and employees, as well as the general public.
2. Provide primary support for all Unit #1 facilities and grounds in the area of electrical maintenance/repairs and plumbing maintenance/repairs.
3. Perform general maintenance tasks as outlined by the Building & Grounds Director within the framework of available time.
4. Assist with special setup for events at Unit #1 facilities and grounds.
5. Helps maintain and service all motorized vehicles within the school district.
6. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
7. Abide by rules, regulations, and policies deemed necessary for personnel of Unit #1 by the Board of Education and Superintendent.

TERMS OF EMPLOYMENT: Employed on a yearly basis extending from July 1 to June 30.
Adherence to the rules, regulations, and policies as set forth by the Board of Education pertaining to the Educational Support Staff.
Working hours are to be set on a forty (40) hour per week schedule to be determined by Administration.
Authorized overtime shall be compensated at time and one-half rate or commensurate release time.
This position will not be part of the custodial overtime rotation schedule.

EVALUATION: The Maintenance Staff shall be evaluated annually by the Head of Maintenance and/or the CSBO; necessary recommendations will be made to the Board of Education.