



MAINTENANCE

Primary Function:

To provide a safe learning environment while maintaining high standards of safety, maintenance and efficiency.

Reports to Business Manager

Qualifications:

- Graduation from high school or technical school
- Working knowledge of the methods, tools, mechanical equipment and techniques used in various skilled trades
- Working knowledge of occupational hazards, safety precautions and fire and sanitation codes.
- Ability to operate various types of power and hand machinery and tools
- Ability to make minor repairs on mechanical equipment and to analyze and diagnose trouble and malfunctions in the more complex and sophisticated mechanical equipment
- Ability to understand and effectively carry out oral and written instructions in a timely manner.
- Ability to perform assigned duties with a minimum of direction
- Ability to establish and maintain effective public and co-worker relationships

Performance Responsibilities

1. Maintains safe conditions of integral parts of the building (i.e. flooring, doors, windows, stairs, ceiling panels and similar structural elements)
2. Maintains building systems (HVAC, Electrical and Plumbing) and reports deficiencies.
3. Performs the installation and operation of lighting and electrical equipment
4. Completes assigned work orders
5. Maintains work order log
6. Maintains schedule of all motor and other mechanical equipment for service
7. Maintains building systems repair log
8. Shovels, plows and salts sidewalks and playgrounds as appropriate
9. Reports damage of school property immediately upon being known
10. Instructs custodians and other personnel on the proper use and care of tools and power equipment
11. Performs maintenance of exterior grounds including lawn mowing
12. Ensure that door and window systems are functioning properly
13. Performs other related duties as assigned by the Building Principal and Business Manager

Terms of Employment

260 work days. Salary and work year established by the Board of Education

Evaluation

Performance of this job will be evaluated by the Business Manager