



MAINTENANCE WORKER

Department: Operation and Maintenance

Pay Grade: 104

FLSA Status: Non-Exempt

GENERAL PURPOSE

Maintains property of school division in order to facilitate a clean, orderly, and safe environment for the student body and staff alike. Conducts landscaping. Plows and removes snow during the winter. Conducts basic plumbing and electrical repairs. Maintains classrooms, halls, and offices.

ESSENTIAL JOB FUNCTIONS

- Receives written work orders or verbal instructions from Maintenance Supervisor.
- Cuts grass and trims weeds on school property.
- Paints interior and exterior walls and trim.
- Operates snow removal equipment, to maintain school grounds.
- Maintains and repairs school buildings' plumbing and electrical, systems, including replacing worn or defective parts such as switches and fuses.
- Repairs or replaces toilet fixtures, faucets, pipes, leaks, water coolers, etc.
- Repairs tables, chairs, doors, locks, glass, screens, and ceiling tile.
- Performs welding when necessary.
- Inspects and replaces air filters in air conditioning units.
- Repairs and maintains storage buildings.

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school degree required.
- Two (2) years of experience required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of safety practices and procedures.
- Skill in the use of electric and hand-tools.
- Skill in assessing mechanical problems and solving them.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

- Ability to deal with problems involving several concrete variables in standardized situations.

WORKING CONDITIONS

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The employee is occasionally exposed to wet and humid conditions, moving mechanical parts, toxic or caustic chemicals, varying outside weather conditions, and vibration. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms. The employee is frequently required to walk, climb, balance, talk and hear. The employee is occasionally required to sit, use hands to finger, handle, and feel, stoop, kneel, crouch, crawl, and taste or smell. The employee must regularly lift and move up to 10 pounds, frequently lift and move up to 25 pounds, and occasionally lift and move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date