



JOB DESCRIPTION

TITLE: Maintenance Worker

QUALIFICATIONS:

- High school diploma or equivalent
- Demonstrated knowledge of the basic principles of construction, electricity and plumbing
- Current Illinois driver's license; commercial driver's license preferred
- Certificate, license or other legal credentials as required
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable
- A strong background in HVAC and/or construction practices is preferred.

JOB GOAL: To maintain the physical school facilities in a condition of operating excellence so that all students in the district have a safe, clean, attractive, pleasant and a functioning physical learning environment.

REPORTS TO: Director of Facilities and Grounds

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- Makes routine electrical repairs and tests electrical installations periodically to ensure safety.
- Makes routine plumbing repairs.
- Inspects and maintains the heating, cooling and ventilation systems in the various buildings of the district.
- Assumes responsibility for the daily opening and closing of facilities.
- Inspects machines, engines and equipment, and maintains them in good working order.
- Moves furniture and equipment as needed.
- Assist custodians when necessary in some of their duties.
- Inspects buildings and grounds, and makes recommendations to the supervisor.
- Performs various yard-keeping chores and mows the lawn including trimming.
- Plows and salts driveways, parking areas, walkways and playgrounds.
- Shovels walks, driveways, parking areas and playgrounds.
- Services machines and accessories, and repairs or replaces defective parts.
- Operates grounds watering and spraying machines.



- Orders materials as needed, and makes recommendations of supplies and materials for purchase.
- Carpentry, erecting walls, building cabinets and shelving.
- Repair of doors, locks and panic hardware.
- Painting interior and exterior of buildings.
- Maintenance and repair of roofs, flat and shingled.
- Repair of fire alarm and emergency lighting systems.
- Available for overtime.
- Uses positive verbal and non-verbal communication skills when working with district personnel and members of the community at all times.
- Perform those duties and tasks assigned by the supervisor as may be necessary and appropriate to provide the students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop.

EQUIPMENT USED:

Hand tools, tractors, scaffolding, various vehicles (from 6,000 lbs. F.V.W. to cover 26,000 lbs. G.V.W.) and lawn care equipment

TECHNICAL SKILLS:

The individual must be proficient in computer usage, email, digital work orders and other school-based software.

PHYSICAL REQUIREMENTS:

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 sit, stand, walk, kneel, crouch, stoop, reach, and twist. In addition:

1. Lower body strength to stand/walk throughout the day, or push lawn care equipment.
2. Upper body strength to lift 85 pounds and carry 100 feet, and move heavy loads using material handling equipment.
3. Climb various types of scaffolding and ladders somewhat frequently relative to other tasks.
4. Be alert at all times, and perform all duties in a prudent and safe manner.

**ENVIRONMENTAL DEMANDS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors and outdoors. The employee must be able to meet deadlines within time constraints. The noise level in the work environment varies from low to high. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment. In addition:

1. Moderate exposure to weather extremes of minus 40 degrees Fahrenheit to positive 110 degrees Fahrenheit.
2. Frequent exposure to various airborne particles of coal, sawdust, insulation, abrasives and common dust.

TRAVEL REQUIREMENTS:

The individual will need to provide own transportation to district and professional meetings as required.

OTHER SKILLS AND ABILITIES:

Ability to keep regular schedules and perform special tasks as assigned. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and board policies.

ADDITIONAL DUTIES:

Performs other related tasks and/or duties as assigned by the administration.

TERMS OF EMPLOYMENT:

12 month position; must pass a criminal background check and physical are required.

SALARY:

Regionally competitive comprehensive salary and benefits package. The final salary for the successful candidate will be negotiated and determined based upon proven experiences, qualifications and meeting the Board of Education's criteria.

FLSA STATUS: Non-Exempt

PERFORMANCE EVALUATION:

Performance will be evaluated pursuant to Board policy.

Updated: 11.20.2025