

*Carthage R-9 School District*  
**JOB DESCRIPTION**

**Job Title:** Maintenance Personnel

**Responsible to:** Director of Maintenance, Assistant Superintendent for Business

**Qualifications:**

- Must be clean, neat and professional.
- Must be a self-starter and have the initiative to work steadily and effectively without immediate supervision.
- Must be able to communicate effectively with others.
- Must be able to lift at least 75 pounds. Minimum physical requirements include lifting, standing, sitting, squatting, walking, working while lying on back or side, in close quarters, underground, or high elevations.
- Must comply with all Carthage R-9 policies and regulations and with all local, state and federal laws and codes.

**General Responsibilities:**

- To ensure that the facilities and grounds of the district are safe, clean, attractive and efficient, and that maximum educational benefit can be achieved from their use.
- To repair, remodel or change any assigned facility or system in order that students can be comfortable, safe and relaxed in an atmosphere that is conducive to learning and achieving.

**Specific Duties:**

- Report directly to Director of Maintenance.
- Respond to any work order assigned to them and make any repair with emphasis on safety, cleanliness, pride and professionalism.
- Responsible for assigned site maintenance and improvements which include, but are not limited to:
  - HVAC systems.
  - Boiling and plumbing.
  - Upkeep of fences and gates.
  - Repair of sidewalks, drives and pick-up areas.
  - Upkeep of parking areas, including striping and signs.
  - Upkeep of flagpoles, foot scrapers and safety guards.
  - Repair of outside benches, patios, courts, fields, screens, and walls.
  - Maintenance of lawns, fields, grass and shrubbery, including striping and trimming.
  - Repair of playground equipment and other equipment used by teachers and students.
  - Snow and ice removal ensuring sidewalks, parking lots and entries are free of snow and ice.
  - Electrical, including lights, switches, motors and other electrical systems.
  - Roof maintenance.

- Keep district provided vehicle clean and organized.
- Make sure district vehicle receives scheduled maintenance.
- Structural woodwork, finish woodwork and furniture.
- Renovation, removal or addition of interior walls, windows, classrooms, plaster, carpet, sheetrock and floor or ceiling tile systems.
- Moving fixtures, furniture and equipment between places in a building or between buildings or facilities.
- Maintenance of any type of school equipment or fixture.
- All general building needs and repairs.
- Inspecting all school equipment and recommending any repairs or maintenance.
- Load and unload vehicles.
- Monitor all HVAC systems, boilers, fuels, filters, water treatment, etc.
- Responsible for all phases of mechanical systems, including gas and water lines.
- Maintain all plumbing fixtures, including water closets, urinals and lavatories.
- Ensure that all systems are energy efficient and performing properly and efficiently.
- Responsible for safety in all maintenance operations, monitoring and supervising the elimination of hazardous conditions in all buildings and facilities.
- Any other duties assigned or directed.
- Comply with any reasonable oral or written directive of the Director of Maintenance, the Assistant Superintendent for Business and the Building Principal.