



JOB DESCRIPTION Apprentice - Maintenance

GENERAL INFORMATION

Title:	Apprentice - Maintenance	Union Status:	SEIU
Department:	Maintenance	Work Year:	260 Days
Location:	Various	Reports To:	Assistant Director of Facilities and Operations
ISBE Classification/Code:	N/A	Evaluation:	Annually by the Assistant Director of Facilities and Operations
FLSA Status:	Non-Exempt	Supervisory Responsibilities:	None
Salary:	Current Contract	Benefits:	Current Contract

GENERAL RESPONSIBILITIES:

Assists in performing repairs, routine maintenance and with upkeep of all district facilities. Assists with repairs and maintenance of mechanical equipment, buildings, and machines. Examples include, but are not limited to, plumbing work, HVAC, electrical, painting, flooring repair and upkeep, repairing drywall, and repairing doors and other building fixtures.

ESSENTIAL FUNCTIONS:

- Assists maintenance employees in performing repairs, construction, and preventative maintenance to buildings and equipment.
- Assists maintenance employees in performing interior and exterior plumbing, general carpentry, electrical repair and HVAC.
- Assists with scheduled inspections of buildings, structures, and adjoining grounds to detect defects and signs of deterioration.
- Paints interior and exterior of buildings.
- Responds to emergency situations.
- Operates or assists with grounds equipment, installs drainage lines, and makes minor blacktop repair.
- Performs routine manual work in planting, fertilizing, spraying lawns, shrubs, and trees.
- Pruning of trees and shrubs and mowing and trimming grounds areas.
- Maintains tools, mechanical equipment, vehicles, and grounds equipment owned by the district and keeps in clean condition and good repair.
- Assists with removing all debris from school grounds and parking lots and disposes of properly.
- Assists with the installation, inspection, and maintenance of playground equipment and immediate area.
- Assists with snow plowing and salting of parking lots, sidewalks, and grounds.
- Performs various tasks individually and other related duties as assigned by supervisor or designee.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

- Knowledge and ability to use hand tools, rulers, and power tools.
- Mechanical aptitude.
- Ability to work cooperatively as a team member.
- Ability to understand directions and communicate in English.
- Highly organized, flexible, able to manage multiple tasks with frequent interruptions and to work on multiple projects at one time.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.



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- Ability to work effectively with minimal supervision.
- Ability to work with and communicate effectively and cooperatively with all stakeholders and with a diverse population.
- Ability to follow direction from maintenance staff.
- Basic computer literacy and aptitude to learn
- Valid Illinois Driver's License

EDUCATION, CREDENTIALS and/or EXPERIENCE:

- High School Diploma or GED.
- Previous maintenance or mechanical experience a plus.

Physical Demands and Work Environment:

While performing the duties of the job, the employee is occasionally required to sit; regularly use hands to finger, handle, or feel; and talk or hear. The employee regularly is required to reach with hands and arms. The employee is regularly required to stand, walk or lay to complete tasks. The employee must regularly lift and/or move a minimum of 50 pounds and occasionally lift and/or move 75 or more pounds. In the work environment, the employee is regularly required to climb a ladder and to work at heights. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee occasionally types using a keyboard.

In the work environment, the employee is regularly exposed to video display and regularly works in school environmental conditions. The employee occasionally works in the evenings or on weekends. The employee is regularly exposed to outdoor weather conditions and regularly works with the use of a district vehicle. The employee will have contact with the public which requires appropriate demeanor and apparel. The noise level in the work environment is usually moderate.

The physical demands and work environment described 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.

Reviewed/Revised:

March, 2026

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with the business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.