



## JOB DESCRIPTION Specialized - Maintenance

### GENERAL INFORMATION

<b>Title:</b>	Specialized - Maintenance	<b>Union Status:</b>	SEIU
<b>Department:</b>	Maintenance	<b>Work Year:</b>	260 days
<b>Location:</b>	Various	<b>Reports To:</b>	Assistant Director of Facilities and Operations
<b>ISBE Classification/Code:</b>	N/A	<b>Evaluation:</b>	Annually by the Assistant Director of Facilities and Operations
<b>FLSA Status:</b>	Non-Exempt	<b>Supervisory Responsibilities:</b>	Journeyman / Apprentice - Maintenance
<b>Salary:</b>	<a href="#">Current Contract</a>	<b>Benefits:</b>	<a href="#">Current Contract</a>

#### **GENERAL RESPONSIBILITIES:**

Performs repairs, routine maintenance and assists with upkeep of all district facilities. Repairs and maintains 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:**

- Performs all phases of buildings and grounds maintenance and related work with enhanced experience and expertise.
- Responds to emergency situations during and after hours for the purpose of resolving immediate concerns.
- Exercises initiative and latitude in determining technical details of assignments.
- Repairs sidewalks and makes masonry repairs.
- Paints interior and exterior of buildings.
- Performs electrical installations and repairs including low voltage.
- Inspects, repairs or replaces plumbing, piping, fixtures, traps, valves, gauges, pumps, gaskets, and related work. Maintains, diagnoses, and repairs HVAC systems.
- Analyzes blue prints, schematics, and drawings of technical systems for the purpose of determining the efficient installation of new or upgraded systems.
- Constructs walls, installs doors and windows, shelves, cabinets, countertops as well as repairs desks, tables, chairs, and other furniture.
- Operates grounds equipment, installs drainage lines, and makes minor blacktop repair.
- Diagnoses and makes repairs on any relatable mechanical/plumbing/electrical equipment within an increased scope of training, experience, and ability.
- Ability to lead crews and keep on task.
- Assists with snow plowing and salting of parking lots, sidewalks, and grounds.
- Performs routine manual work in planting, fertilizing, spraying lawns, shrubs, and trees.
- Responsible for the 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.
- Installs, inspects, maintains playground equipment and immediate area.
- Other duties as assigned by direct supervisor or designee.

#### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

- Strong oral, written communication and interpersonal skills.
- Ability to understand directions and communicate in English.



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- 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.
- Highly organized, flexible, able to manage multiple tasks with frequent interruptions and to work on multiple projects at one time.
- Ability to work cooperatively as a team member.
- Ability to work effectively with minimal supervision.
- Ability to work with and communicate effectively and cooperatively with all stakeholders and with a diverse population.
- Basic computer literacy and aptitude to learn.
- Valid Illinois Driver's License.
- CDL preferred, or willing to obtain within 6 months of employment.

### **EDUCATION, CREDENTIALS and/or EXPERIENCE:**

- Carry and maintain licensing and/or certification in relevant job categories. (ie. Plumbing, Electrical, HVAC, Carpentry).
- High School Diploma or GED and must be 21 years of age or older.
- Over five years of qualified maintenance experience (or related) or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

### **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 70 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.*