



## Crete-Monee School District 201-U

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### JOB DESCRIPTION

#### **TITLE: Specialized Maintenance**

##### **Purpose Statement**

The position of Specialized Maintenance was established for the purpose of providing support to the Director of Buildings and Grounds and the Night Building and Grounds Manager to ensure that all district facilities and grounds are maintained so that full educational use of them may be made at all times.

##### **Reports To**

Director of Buildings and Grounds  
Night Buildings and Grounds Manager

##### **Essential Function**

To perform complex services related to HVAC, Electrical, and Plumbing, as well as to install, maintain, and repair machinery, equipment, physical structures, pipe and electrical systems in all buildings owned or leased by the Crete-Monee School District 201-U so that full educational use of them may be made at all times.

##### **Job Responsibilities**

- Assist other maintenance personnel in maintaining district property.
- Cut lawns and trim bushes.
- Clean grounds and remove litter.
- Clean and lubricate shafts, bearings, gears, and other parts of machinery.
- Dismantle defective machines and equipment and install new or repaired parts.
- Follow safety and health standards and rules established by Crete-Monee School District.
- Fabricate and repair counters, benches, partitions, and other wooden structures.
- Install and repair electrical apparatus, such as transformers, wiring, and electrical and electronic components of machinery and equipment.
- Lay out, assemble, install, and maintain pipe systems and related hydraulic and pneumatic equipment, and repair or replace gauges, valves, pressure regulators, and related equipment.
- Listen for unusual sound from machines or equipment to detect malfunction and discuss machine operation variations with supervisors or other maintenance workers to diagnose problem or repair machine.
- Operate cutting torch or welding equipment to cut or join metal parts.
- Other duties as assigned by Director of Building and Grounds and/or Night Buildings and Grounds Manager.
- Remove snow from walks and driveways.
- Repair and maintain physical structure of all buildings and grounds.
- Spread salt on public passageways to prevent ice buildup.
- Visually inspect and test machinery and equipment.
- Carries out all other duties, assignments, and responsibilities as designated by the Superintendent.

### **Job Requirements: (Minimum Qualifications)**

- High School Diploma Required
- Valid Illinois Driver's License for the Weight and Type of Vehicles Used is Required
- Minimum one year certificate from college or technical school in the areas of plumbing, electrical, or HVAC.
- 1-3 years related experience preferred.
- Other qualifications as requested by the Superintendent or Board of Education.

### **Physical Demands**

- While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel or reach.
- The employee is occasionally required to stand, walk, sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, taste, or smell.
- The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **Work Environment**

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

### **Knowledge/Skills/Abilities**

- Ability to read and interpret documents such as blueprints, operating and maintenance instructions, safety rules, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of supervisors or employees.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense and understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

### **Terms of Employment**

Twelve-month position with salary and benefits to be established by the Board of Education.

### **Evaluation**

Job performance will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.