



EPSD124 Job Description

District Maintenance

GENERAL INFORMATION

TITLE:	District Maintenance
DEPARTMENT:	Building and Grounds
LICENSURE:	Not Applicable
CONTRACT:	12-Month
FLSA STATUS:	Non-Exempt
REPORTS TO:	Director of Buildings and Grounds
SUPERVISORY RESPONSIBILITIES:	Not Applicable
EVALUATION:	Performed as needed and annually by the Director of Building & Grounds

JOB GOAL:

To contribute to a safe, clean, and well-maintained school environment by applying skills in building maintenance, repair, and custodial work. Committed to supporting the educational mission of the district by ensuring that all facilities are in optimal condition for students, staff, and the community.

ESSENTIAL DUTIES & PERFORMANCE RESPONSIBILITIES:

- On call twenty-four hours per day, seven days a week
- Responsible for equipment and building security
- Works within occupational health and life safety codes and on the job standards in handling of equipment
- Helps with the maintenance of landscaping
- Interprets job orders and completes to supervisor's satisfaction
- Conserves energy when possible
- Initiates suggestions for making the workplace better
- Shovels, snow plows and salts walks, driveways, parking areas and steps as appropriate
- Conducts preventative maintenance on equipment as directed
- Works with custodians coordinating efforts with others so as to complete a project in the most efficient manner
- Performs carpentry, plumbing, electric, heating, ventilation and air conditioning
- Operates/maintains all maintenance vehicles including, but not limited to, utility van, pick-up trucks, lawn equipment, tractors and snow plows
- Fills in for custodians when necessary
- Other duties as assigned by the Director of Building and Grounds

QUALIFICATIONS:

- High School Diploma or equivalent
- Proven experience in building maintenance, with a focus on schools or similar facilities preferred
- Knowledge of electrical, plumbing, HVAC, and general construction required
- Ability to operate maintenance tools and equipment
- Good troubleshooting and problem-solving skills
- Strong communication and collaboration skills- develop good, positive relations with colleagues
- Physical ability to lift 50 pounds or less, perform tasks that may require lifting, climbing (ladders), crouching, kneeling, and prolonged periods of standing
- Able to work on high elevations including, but not limited to, roofs, scaffolding and ladders

MENTAL DEMANDS

Knowledge

The employee must have foundational knowledge in a specific field. Ability to read, analyze, and interpret procedures and regulations. Ability to communicate verbally and perform technical writing, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, students, administrators and the general public. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability

The employee shall support the district in the communication of the district's mission and goals; engage in the collaborative dialogue with peers; maintain records and prepare reports; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and timelines; take professional initiative; plan and organize work independently; develop effective staff development; read a variety of materials; efficiently employ differentiated management methods; learn new methods of management through ongoing professional development; ability to work cooperatively and effectively with other certified and non-certified personnel, parents, and community members.

Education/Preparation

The employee shall possess the equivalent of a high school diploma; successful employment in a similar role; successful completion of any applicable proficiency exams; and possess/maintain appropriate current and/or future licensure expectations through the State of Illinois.

Reasoning

The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

PHYSICAL DEMANDS

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

WORK ENVIRONMENT

The employee shall possess exemplary oral and written communication skills. The employee shall be proficient with technological aspects of the position, including computing software and hardware, as well as video and camera equipment and software. The employee shall use board approved resources and technology. While performing the duties of this job, the employee occasionally works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, library, busses, traffic, construction sites, server rooms, and boiler rooms.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

Created

October 2025

I have reviewed the job description in detail and fully understand the responsibilities and expectations outlined. I agree to the terms and am committed to fulfilling the duties to the best of my ability.

Signature _____

Date: _____