

LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
JOB DESCRIPTION, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES

JOB TITLE: MAINTENANCE
TERM: TWELVE MONTHS
REPORTS TO: DIRECTOR OF BUILDINGS AND GROUNDS (NORTH CAMPUS)
OR DAY FOREMAN (SOUTH CAMPUS)

JOB GOAL: TO PERFORM REPAIRS, INSTALLATIONS OF EQUIPMENT, PREVENTATIVE MAINTENANCE TASKS, REMODELING AND FACILITIES IMPROVEMENT PROJECTS AS REQUIRED TO SERVE THE VARIOUS FUNCTIONS WITHIN THE BUILDINGS AND GROUNDS DEPARTMENT.

QUALIFICATIONS:

1. HIGH SCHOOL DIPLOMA OR GENERAL EDUCATION DIPLOMA PREFERRED.
2. FORMAL TRAINING RELATED TO MAINTENANCE OF BUILDINGS AND GROUNDS INCLUDING UNION APPRENTICESHIP, EMPLOYER-PROVIDED TRAINING PROGRAM OR OTHER CERTIFICATION PROGRAM FROM AN ACCREDITED INSTITUTION FOR DEVELOPMENT OF TRADE-RELATED WORK SKILLS (I.E. PLUMBING, ELECTRICAL, CARPENTRY).
3. TWO YEARS VERIFIABLE WORK EXPERIENCE WITH BUILDING MAINTENANCE AND OPERATIONS RESPONSIBILITIES.
4. VALID ILLINOIS VEHICLE DRIVER'S LICENSE.
5. EXPERIENCE DEMONSTRATING SKILLS RELATED TO IMPLEMENTATION OF BUILDING IMPROVEMENT OR REPAIR PROJECTS.
6. ABILITY TO LIFT ITEMS 75 POUNDS OR GREATER 12 INCHES OFF OF FLOOR, WALK, CLIMB, BALANCE, KNEEL AND OTHER SIMILAR PHYSICAL ACTIONS.
7. SUCH ALTERNATIVES TO THE ABOVE QUALIFICATIONS AS THE BOARD MAY FIND APPROPRIATE AND ACCEPTABLE.

PROBATIONARY PERIOD: FOUR MONTHS (MAY BE EXTENDED TO SIX MONTHS)

PERFORMANCE RESPONSIBILITIES:

1. DEMONSTRATE ABILITY TO REPAIR AND MAINTAIN ALL APPLICABLE BUILDING SYSTEMS.
2. CALIBRATE VALVES AND CONTROLS FOR ALL HVAC EQUIPMENT.
3. PERFORM PREVENTATIVE MAINTENANCE FOR ALL MECHANICAL EQUIPMENT.
4. REPAIR BUILDING EQUIPMENT AND MACHINERY.
5. SERVICE ALL ELECTRICAL APPARATUS AND RE-LAMP ALL FIXTURES.
6. SERVICE ALL PLUMBING FIXTURES AND SYSTEMS.
7. REPLACE BROKEN WINDOWS AND GLASS AROUND THE BUILDINGS.
8. COMPLETE ASSIGNED PAINTING PROJECTS.
9. OPERATION, REPAIR AND MAINTENANCE OF FIRE ALARM, SPRINKLER AND RELATED EQUIPMENT.
10. CARPENTRY INCLUDING CABINET CONSTRUCTION, AND DOOR, WINDOW, LOCKER AND OTHER REPAIRS.
11. OPERATE AND REPAIR SWIMMING POOL CONTROLS.
12. PERFORM OTHER DUTIES OR SERVICES AS ASSIGNED WHICH ARE RELATED TO BUILDING OPERATIONS AND MAINTENANCE.

LTHS District 204 is an equal opportunity employer and does not discriminate on the basis of any status protected by law. The Equal Employment Opportunity and Minority Recruitment Policy may be found in Board Policy 5:10, located on the [D204 BOARD OF EDUCATION POLICY PAGE](#).