

JOB DESCRIPTION MAINTENANCE

Reports To: Assistant Buildings and Grounds Manager

Essential Job Functions

- Perform maintenance duties related to assigned buildings including replacement/repair of electrical and plumbing fixtures as well as the monitoring and repair of HVAC equipment. Perform electrical, plumbing, carpentry, heating, or other work necessary for general operation or new construction.
- Report in writing to the supervisor any observed misuses or needed repairs to school property.
- Participate in district-sponsored specialized training programs to update knowledge and skills.
- Make recommendations for equipment and supply items and provide the supervisor with inventory usage and data.
- Assist in the organization and implementation of a preventative maintenance program. Assist custodial crew as needed.
- Assist the Buildings & Grounds Manager/Assistant Buildings & Grounds Manager with the determination of priorities for maintenance problems.

Qualifications/Experience

- High school diploma or general educational degree (GED).
- **Language:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to demonstrate an acceptable level of skill in reading and understanding blueprints and schematics. Ability to write routine reports and correspondence. Ability to speak and communicate effectively with students, staff, and community visitors.
- **Mathematical:** Ability to understand units of the American system of weight, measurement, volume, and distance and apply them to estimating jobs and materials.
- **Reasoning:** Ability to identify and take action to remedy potential safety and health problems of students and staff; demonstrated ability to work and direct others in completion of job assignments as well as training of others in the operation of equipment; ability to write and perform a preventative maintenance program; demonstrated skills in using good judgment in evaluating a job, estimating material requirements, costs and manpower needs; ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Physical:** Ability to lift 50 lbs. frequently and up to 90 lbs. occasionally; ability to perform difficult physical labor in both hot and cold weather as well as other possible

weather conditions (rain, snow, wind); ability to climb stairs and ladders occasionally; ability to stand, walk, bend, and reach in performing various assignments as well as operate all related equipment.

- **Other:** Working knowledge of boilers, controls, flame-guard systems, and hot water systems with experience in troubleshooting and repairing; general knowledge of refrigeration systems (chillers and compressors); ability to troubleshoot and repair pneumatics, pneumatic/electrical and electrical control systems with knowledge of direct digital controls.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work with moving mechanical equipment and power tools as well as inside HVAC units. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate. Hearing protection devices are available to employees in high-level noise situations.