



General Maintenance

Purpose Statement

The job of General Maintenance is done for the purpose/s of providing maintenance services with specific responsibility for maintaining facilities in safe operating condition; addressing immediate operational and/or safety concerns; assisting skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Facilities Coordinator

Essential Functions

- Assembles items (e.g. counters, temporary partitions, work stations, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Assists skilled maintenance workers with projects (e.g. transporting and/or securing materials, completing specific tasks, etc.) for the purpose of completing projects in a safe, efficient manner.
- Assists with snow removal for the purpose of maintaining safe parking lots and walking paths.
- Coordinates with assigned lead and/or supervisor and other trades for the purpose of completing projects and work orders efficiently.
- Identifies and assists with carpentry and repair work for the purpose of completing projects and maintaining equipment.
- Inspects and repairs playground equipment for the purpose of maintaining safety.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Participates in meetings, workshops and trainings for the purpose of conveying and/or gathering information required to perform functions.
- Performs variety of locksmith duties (e.g. install, repair, replace, etc.) for the purpose of ensuring functionality of locks on doors.
- Performs a variety of maintenance activities (e.g. carpentry, painting, glazing, electrical, mechanical, etc.) for the purpose of completing projects within established time frames.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in skilled trades, power and hand tools, etc.; handling hazardous materials; and planning and managing projects; adhering to safety practices and procedures; assembling and/or repairing office and classroom equipment; assembling and/or repairing playground equipment; diagnosing equipment malfunctions; estimating required resources; inspecting buildings and/or grounds; inspecting equipment; inspecting vehicles; operating job related equipment; reading blueprints and schematics.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: standard methods, materials and tools used in assigned skilled trade; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; developing effective working relationships; displaying mechanical aptitude; and working under time constraints; available on-call; organizing tasks; setting priorities; working as part of a team; working extended hours.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling frequent climbing and balancing frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness. .

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency: -College degree and/or equivalent preferred
-Must be willing to rotate shifts
-Consistently promotes personal safety, safety procedures, and safe working environment for all students and employees.

Required Testing:

TB Test

Certificates and Licenses

Illinois Driver's License (Unrestricted)

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance
Pre-Placement Medical Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

10/30/2019

Salary Grade