

**BOARD OF EDUCATION, DISTRICT 148  
DOLTON, COOK COUNTY, ILLINOIS**

**ALL DISTRICT  
GENERAL MAINTENANCE  
POSITION JOB  
DESCRIPTION**

The District climate is directly influenced by the school personnel within each building and the cleanliness and proper maintenance of its school facilities. The District must ensure that each school site provides a healthy, clean, safe, and orderly environment for its students and staff. The maintenance and custodial staff of School District #148 are directly accountable for properly completing any task necessary to maintain the school sites in an appropriate educational environment.

Maintenance personnel have the responsibility to complete maintenance duties as assigned by the Superintendent or his/her designee, the Director of Buildings and Grounds, the Business Manager, and/or the Night Supervisor.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:** The minimum performance expectations include, but are not limited to, the following functions/tasks. Employees must have the ability to perform the essential functions with or without a reasonable accommodation.

Duties include but are not limited to the following:

- Perform weekend building security checks within the District as designated.
- Comply with the district's safety policies and risk management procedures when handling maintenance supplies, cleaning materials and equipment.
- Perform non-school day and evening tasks as assigned.
- Complete any maintenance or temporary custodial or related assignments. Maintenance Personnel are supervised by Administrators as directed by the Superintendent or his/her designee.
- Use of proper cleaning methods, storage, proper care, safeguarding and proper disposal of designated equipment and supplies.
- Responds to requests from the Administration, which includes but is not limited to: repairing all equipment, setting up for meetings and class functions, moving furniture, unloading and storing deliveries.
- Responds in a timely manner to work order assignments.
- Operates District vehicles while observing all laws and regulations pertaining to traffic.
  - Must have a valid driver's license.
  - Must allow an annual (or more often) check of driving record
- Reports all accidents and /or potential hazards to the building Administrator and Buildings and Grounds Director or Night Supervisor immediately, or as soon as reasonably possible.
- Performs all maintenance tasks to maintain the building site including but not limited to carpentry, painting, plumbing, heating, ventilation, air conditioning and all other related maintenance activities.
- Opens and/or secures the building, including weekends, to provide protection against vandalism and theft as requested by supervisor(s).

*The Mission of School District 148 is to  
challenge and support all students to reach their highest level of performance.*

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- Maintains and/or operates snow plows, snow removal equipment and all indoor and outdoor maintenance equipment.
- Checks freezers, coolers and other equipment to insure functional operation.
- Must be able to read and write and speak English
- Must be able to demonstrate understanding of technical manuals and operator instructions for all equipment
- Attends in-service training to develop and improve knowledge and skills of building service work.
- Observes and promotes safe work practices and procedures at all times.
- Uses and wears safety and/or protective equipment, as appropriate.
- Takes all necessary and reasonable precautions to protect students, employees, visitors, equipment, materials and facilities.
- Complies with and supports school and district regulations and policies.
- Models non-discriminatory practices in all activities.
- Performs all other duties as assigned by the Superintendent, Business Manager and immediate Supervisors in accordance with school district policies and practices.
- Requires the ability to learn routine and non-routine maintenance methods, procedures and equipment usage. Must be able to follow oral and written directions and have the ability to get along well with others.
- Candidate must possess good moral character and must undergo a criminal background investigation in accordance with Illinois statutory requirements.

**PHYSICAL DEMANDS/REQUIREMENTS:** Work is typically performed walking or standing. The work includes, but is not limited to stooping, kneeling, crouching, reaching, pulling and lifting. Maintenance employees must be able to lift objects weighing up to approximately 25 pounds frequently and up to approximately 75 pounds occasionally. The environment may expose the employee to potentially hazardous substances. Work is subject to inside and outside environmental conditions, extreme temperatures, noise and hazards. Vocal and written communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities. Maintenance workers are in daily contact with teachers, students, administration, the general public and other work related personnel. The position requires the abilities to coordinate and prioritize work activity, use a computer for email, energy management systems and word processing tasks. Must handle complaints, express a service-oriented attitude, communicate effectively and work with limited supervision.

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