

BLOOMINGTON PUBLIC SCHOOLS, SCHOOL DISTRICT 87
Position Description

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| Job Title: | Maintenance |
| Location/Dept: | Facilities Management |
| Reports To: | Maintenance Supervisor |
| Employment: | Non-Certified |

Job Summary:

The Maintenance position conducts routine preventive maintenance, responds to service calls, and performs repairs on facilities, grounds, systems, and/or equipment.

Job Duties:

- Communication- Communicates with administration about current developments and problems, initiates problem solving with the person(s) involved, and refrains from participation in rumors or gossip. Correctly follow the prescribed policies for obtaining outside contractual assistance and obtainment of supplies.
- Interpersonal Skills – Responds to service requests in a prompt and courteous manner, shows respect for others in all encounters, promotes an atmosphere of teamwork by establishing and maintaining productive working relationships with all District 87 stakeholders, and accepts feedback non-defensively.
- Dependability – Arrives to work on time, abides by break and lunch rules, accepts responsibility for working weekends, overtime and holidays, when necessary, follows current practices for all leave requests, and does not allow non-work-related interruptions to interfere with the completion of assigned duties
- Safety – Follows established safety practices and completes all required safety training on an annual basis to include wearing the appropriate personal protective equipment when necessary.
- Performs preventive maintenance and repair of building systems and components as scheduled and prioritized to ensure that machines and equipment continue to run as designed, building systems operate efficiently, and the physical condition of buildings do not deteriorate.
- If qualified, participates in the replacement of building systems and components.
- Performs routine maintenance actions that include inspecting drives, motors, and belts, check fluid levels, and replace filters following standard checklists.
- Keeps accurate records of maintenance and repair work performed, including costs associated with each.
- Lays out and inspects work, and assists other staff members to complete jobs.
- Assists in performing updates and maintenance of building systems and components as scheduled and prioritized.
- Responds to and performs service calls on building systems and components as scheduled and prioritized.
- Maintains all athletic fields and setup and teardown of athletic events
- Responsible for snow removal, which includes but is not limited to, snow and ice removal of all sidewalks, entrances, parking lots, playgrounds, and drives, and the salting of all walks.
- Maintains and uses equipment and material to prevent damage, waste, and premature deterioration. This includes but is not limited to floor machines, vacuums, and pickup machines.
- Responsible for the determination and ordering of all materials and supplies required in performing day-to-day work assignment.
- Security- Ensures that a minimum of ten (10) percent of each normal working day is devoted to providing a safe and secure environment for all students, the public, administrators, certified staff, and non-certified staff, and safeguards all buildings, furnishings, books, and apparatus contained within the school district from premature damage and misuse.
- Actively fosters a safe working environment and has the ability to determine an unsafe working environment and remedy immediately as needed.
- Remains cognizant of the working environment and schedules tasks accordingly to minimize disruption of school-based activities.

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- May be required to perform other duties as assigned by administration.
 - If qualified, obtains proper permit/licensing to comply with EPA regulations in the handling of all refrigerants.
 - If qualified, reviews all local, state and federal plumbing codes as needed to ensure all facilities are compliant.
 - If qualified, reviews all local, state and federal electrical codes as needed to ensure all facilities are compliant.
 - If qualified, as a representative of District #87, pulls specific building permits with the City of Bloomington as needed.
 - Assist in compliance with EPA, OSHA, Life Safety and Health Department standards.
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The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.

Minimum Qualifications:

1. Associates degree or trade license preferred.
2. Preferred: Associates Degree in Applied Science - Industrial Technology: Construction, Design and Fabrication, Electronics, Facilities Management, Renewable Energy (or equivalent)
3. Must possess a valid driver's license in appropriate class for vehicles operated (or ability to obtain within 6 months of employment).
4. 5 Years experience in building maintenance and repair, carpentry, electrical, and plumbing in lieu of preferred Associates degree.'
5. Must possess a valid Asbestos Floor Tile Removal License (or ability to obtain within 6 months of employment).
6. Must be able to climb and balance on ladders and scaffolding, kneel, crouch, and stoop.
7. Must be able to operate heavy power tools, small hand tools, and various test equipment (including but not limited to: voltmeter, manometer, pressure gauges, ammeter).
8. Must be able to work indoors and outdoors utilizing the correct PPE under a variety of environmental conditions including extreme temperature changes, changes in lighting, excessive noise, high humidity, rain, snow and tight space conditions.
9. Ability to understand and follow basic oral and written instructions.
10. Ability to be on your feet for long periods of time.
11. Abide by school regulations and policies in a professional manner.
12. Ability to maintain good working relationships with all stakeholders.
13. Must be able to perform strenuous physical effort to include lifting, pulling and pushing over fifty (50) pounds.
14. Computer proficiency required.
15. 70% or greater on the General Knowledge Proficiency Exam.

Scheduling

The schedule is subject to change with time of year and district demands. Overtime is required when requested.

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Approvals:

Reviewed and Approved by:

(Director of Facilities Management)

(Date)

(Assistant Superintendent of Human Resources)

(Date)

BODY OF KNOWLEDGE

National Electrical Code (current version), 77 Illinois Administrative Code 890: Illinois Plumbing Code, Illinois Rules of the Road, Illinois Rules of the Road Non-CDL Vehicles, Illinois Health/Life Safety Handbook, *The Facility Management Handbook* (Cotts, Roper, Payant), 29 CFR 1910 OSHA General Industry Regulations