

TITLE: Maintenance Employee

QUALIFICATIONS:

1. Professional Qualifications
The person selected should have prior work experience in which he/she has demonstrated technical skill proficiency in one or more of the areas of maintenance work which apply to the district's current needs. Successful participation in trade school, vocational schools, and/or technical school training will be highly desirable.
2. Personal Qualifications
The person selected must be physically fit and such must be certified by a physician. The integrity of this individual must be above reproach and he/she must possess clean and appropriate personal habits. The personal qualifications of the selected nominee should include, but not limit, the abilities to:
 - a. Function effectively as a member of the maintenance staff.
 - b. Communicate effectively in speech and writing.
 - c. Assist in the maintenance of a positive educational atmosphere
3. Must have a valid class "C" Illinois Operator's License
4. Possess a license that has not been revoked, suspended, canceled or disqualified for the last three years immediately prior to application.
5. Physically able to operate a vehicle.

REPORTS TO:

The Maintenance Foreman

JOB GOAL: To help maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE RESPONSIBILITIES:

(The following are the essential fundamentals to include but not limited to the following job duties.)

1. Complete the regular work assignments as outlined by the Maintenance Foreman.
2. Receive special work assignments from the Director of Buildings and Grounds or his/her designee.
3. Accept and work overtime assignments as per the appropriate article of the Agreement.
4. Complete repair jobs as required.
5. Complete all summer and/or school-vacation work as may be required.
6. Work cooperatively with the school administration and educational staff.
7. Adhere to all Board policies, administrative regulations, and state and federal regulations as are applicable to the maintenance operation.

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8. Report any work-related problems to the Maintenance Foreman.
9. Report any personnel-related problems to the Maintenance Foreman.
10. Work cooperatively with all other service departments.
11. Inspects for unsafe acts/conditions and identifies prompt corrective action to eliminate causes of accidents; follows up as required.

TERMS OF EMPLOYMENT:

Wages per Agreement-Working Conditions and Wage Schedule.

Work days per Agreement-Working Conditions and Wage Schedule.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to risk of electrical shock. The employee is frequently exposed to moving mechanical parts; high, precarious places; and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, extreme cold, and extreme heat. The noise level in the work environment is usually loud.

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