# Job Description

Francis Howell School District

## Maintenance Worker

### Purpose Statement

The job of Maintenance Worker is done for the purpose/s of providing maintenance services with specific responsibility for ensuring completion of assigned work order projects; performing a wide variety of skilled maintenance activities (e.g. carpentry, plumbing, electrical, ventilating systems, alarms, boilers, etc.); assisting other maintenance workers; and ensuring that tools and materials are available at job site.

### Other Functions

- Analyzes blue prints, schematics, and drawings for the purpose of determining the efficient installation of new or upgraded systems.
- Attends educational seminars and meetings for the purpose of maintaining and upgrading job knowledge, skills and resolutions to safety issues.
- Estimates labor and materials for the purpose of obtaining materials and assigning tasks to ensure job completion.
- Fabricates equipment parts for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Installs a wide variety of materials (e.g. carpet, tile, roofing, cabinetry, drywall, plumbing, insulation, glass, electrical, masonry, etc.) for the purpose of providing enhancements and/or upgrades.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Oversees outside contractors for the purpose of ensuring the completion of projects in a timely manner and according to specifications.
- Performs a variety of skilled trade functions (e.g. plumbing, painting, HVAC, carpentry, etc.) for the purpose of completing projects within established time frames.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of facilities.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Repairs facilities, equipment and systems for the purpose of ensuring a safe working condition.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

### Job Requirements: Minimum Qualifications

#### Knowledge, Skills and Abilities

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, practices, equipment and tools used in various trades including carpentry, electrical and plumbing; health and safety regulations; proper methods of storing equipment, materials and supplies; requirements of maintaining school buildings in a safe, clean and orderly condition.

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job

include: performing skilled maintenance involving the carpentry, plumbing and electrical trades; using hand and power tools skillfully and safely; operating a variety of equipment and machinery such as various saws, planes, drill presses, sanders, jack hammers, drills, sandblasters and forklifts; operating a motor vehicles as necessary.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: understanding and following oral and written directions; establishing and maintaining effective working relationships with others; analyzing situations accurately and adopting an effective course of action; and maintaining routine records.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization’s services.

**Work Environment**

The usual and customary methods of performing the job's 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 0% sitting, 0% walking, 0% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

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| **Experience:** | Job related experience within specialized field is required. |
| **Education:** | Targeted job related education that meets organization’s prerequisite requirements. |

**Required Testing**

None Specified

**Certificates and Licenses**

None Specified

**Continuing Educ./Training**

None Specified

**Clearances**

None Specified

**FLSA Status**

Not Rated

**Approval Date**

**Pay Grade**

**Revised Date**