

# Community Unit School District #205

<b>Job Title:</b>	General Maintenance		
<b>Location:</b>	CUSD #205 District	<b>Terms of Employment:</b>	Per Contract
<b>Reports To:</b>	Director of Operations	<b>Board Approved:</b>	Approved May 8, 2023
<b>Evaluation:</b>	In accordance with the provisions of the Board of Education's policy on Evaluation of Support Services Personnel.		
<p><b>Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. High School Diploma or equivalent.</li> <li>2. Knowledge of, and demonstrated the ability to perform a variety of maintenance procedures, including but not limited to painting, mowing, snow removal, operating various equipment (i.e. tractor, lift truck, dump truck), and general maintenance.</li> <li>3. Ability to work before and/or after regular hours as needed (and/or Flex hours).</li> <li>4. Demonstrated aptitude or competence for assigned responsibilities.</li> <li>5. Alternatives to the above qualification as the Board may find appropriate.</li> </ol>		<p><b>Job Goal:</b></p> <p>To maintain the physical school plants and grounds in a condition of operating excellence so that their full educational use may be made at all times.</p>	
<p><b>Performance Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Check and respond if necessary to E-mails daily.</li> <li>2. Work on small gas engines and small electrical appliances i.e. lawn mowers, weed eaters, vacuum cleaners, and hot carts.</li> <li>3. Assists contracted parties and other district staff, assumes other responsibilities when staff is absent.</li> <li>4. General knowledge of electrical systems; able to change outlets, ballast, and breakers.</li> <li>5. Keep an inventory of tools and supplies necessary to complete assigned tasks.</li> <li>6. Operate and maintain all District mowing equipment; when so assigned.</li> <li>7. Operate and maintain District vehicles; when so assigned.</li> <li>8. Report all problems to the Director of Operations.</li> <li>9. Work with contracted parties and other maintenance personnel on other general maintenance tasks including but not limited to: mowing, weeding, snow removal, minor carpentry, concrete work, playground equipment, moving of supplies and/or furniture (equipment), etc.</li> <li>10. Participate in the development of operations of and energy conservation program appropriate for the school district.</li> <li>11. Complete weekly assigned after hour on-call duty as defined in the collective bargaining agreement.</li> <li>12. Assume primary responsibility for the upkeep/maintenance of all district athletic fields as assigned by the Director of Operations.</li> <li>13. Assume primary responsibility for maintenance of grounds, specifically including walks, drive, parking lots, fence, snow removal, playgrounds and out-of doors physical education facilities, shrubs, trees, and lawns.</li> </ol>			

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- 14. General knowledge of doors, windows, able to change broken windows, pour concrete and finish; when assigned to do so.
- 15. Assume primary responsibility for maintenance and care of school furniture related equipment, including desks, chairs, tables, shelves, cabinetry, lockers, counters, and other classroom equipment as located throughout school buildings.
- 16. Testing and adjusting pool water chemistry as needed, to meet standards for oxidation and sanitation, including check and interpret gauges, flow meters, and other monitoring equipment.
- 17. Perform other duties as assigned.

**Physical and Work Environment Demands:**

The physical and work environment 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 these functions.

- 1. Occasionally lift or move more than 100 lbs.
- 2. Climb and work from both a step and an extension ladder.
- 3. Able to work, possibly for extended periods of time, in the following positions; stoop, squat, kneel, and crawl.
- 4. Read, and understand, written specifications and directions.
- 5. Work in conditions of heat, cold, and when wet.
- 6. Perform repetitive physical tasks and able to work while exposed to moderate to high levels of noise.

Employee Name:		Date:	
Employee Signature			