

Maintenance Mechanic

JOB GOAL:

The Maintenance Mechanic shall be capable of providing the many and varied maintenance services required in the operation and upkeep of all buildings, grounds, furnishings and equipment. When conditions warrant, these employees may be assigned other duties within or below their classification but would retain the same rate of pay.

QUALIFICATIONS:

1. High School Diploma or General Education Diploma.
2. Formal training related to maintenance of buildings and grounds including union apprenticeship, employer provided training program, or other certification program from an accredited institution for development of trade-related work skills (i.e. plumbing, carpentry, electrical).
3. Two years verifiable work experience with building maintenance and operations responsibilities.
4. Experience demonstrating ability to complete manual labor tasks including the use of hand and power tools, ability to climb, and ability to operate the district's heavy equipment.
5. Ability to read and understand work orders and mechanical, electrical, and plumbing drawings.
6. All employees hired by Joliet Township High School District #204 shall have a basic level of computer knowledge and ability.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

1. Miscellaneous electrical systems repair and maintenance, including wiring of motors and fixtures.
2. Indoor and outdoor painting.
3. Glazing and window repair and maintenance.
4. Repair and maintenance of all door and related hardware including locks and keys.
5. Replacement of floor and ceiling tile.
6. Maintenance and operation of boilers with guidance from a Heating Operator or supervisor.
7. Operation and repair of all lighting equipment.
8. Carpentry for repair and maintenance of buildings or furnishings.
9. Shovel, plow, and salt walks, driveways, parking areas and steps as assigned.
10. Provide assistance in the repair and maintenance of all plumbing and heating systems.
11. Complete all work in a manner that minimizes risk of injury to self, teachers, students or other persons.
12. Perform other duties or services as assigned that are related to building operations and maintenance.