

Maintenance I - General

Reports to:	Maintenance Lead and Director of Facilities
Classification:	Support Staff
Job Category:	Custodian/Maintenance/Grounds
FLSA Status:	Non-Exempt
Terms of Employment:	260 days (12 months) or as otherwise assigned by the applicable working calendar. Salary to be established by the Board of Education.
Evaluation:	This position will be evaluated in accordance with provisions of the performance based evaluation for support staff.
Compensation:	According to Support Staff salary structure.

JOB SUMMARY:

Assist in the general maintenance of the physical school plants to support a condition of operating excellence that ensures the full educational use of all facilities is realized at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Appropriate safety precautions to be used at all times while performing essential duties.
2. Communicate with other staff and Building Administration in an effective and timely manner.
3. Work cooperatively with other staff members.
4. Assume responsibility for the safe condition of all assigned areas and/or equipment operated/repaired.
5. Assume responsibility of all assigned work orders and building maintenance items.
6. Consult with immediate Supervisor and the Director of Facilities regarding any observed safety or problem areas.
7. Report any accidents or unsafe incidents to the immediate Supervisor and/or Director of Facilities.
8. Properly operate and care for all district equipment and facilities.
9. Assume primary responsibility for security after leaving any facility or work area.
10. Report any accidents or unsafe incidents to the immediate supervisor.
11. Provide general support for the repair, maintenance, and monitoring of district facilities, equipment, and related systems necessary to establish and maintain an environment conducive to teaching and learning.
12. Complete assigned work orders, projects, and other related items.
13. Assist with the pickup, sorting and delivering of items as appropriate both within and outside the district.
14. Provide accurate reports related to materials used and/or labor time expended.
15. Provide for the proper use and care of all district equipment, tools, hardware and other related materials.
16. Appropriately communicate to all stakeholders when repairs or work is being conducted and implement related safety measures.
17. Maintain a safe and orderly work environment.
18. Assist with other Facility Department operations as assigned.
19. Organize and prepare surplus items for sale, distribution, and/or disposal.
20. Consolidate trips and loads so that tasks and errands are carried out in an efficient, timely, and effective manner.
21. Assist in filling orders and staging loads for the next delivery.
22. Assist with crosswalk and/or traffic patterns as assigned.
23. Assist with inclement weather procedures including removal of snow/ice and salt application.
24. Travel and/or transport of equipment, materials, and tools between district facilities is required.
25. Valid Missouri driver's license is required.
26. Follow established district policy and procedure at all times.
27. Other related duties as assigned by the Administration.

SUPERVISORY RESPONSIBILITIES:

This position does not require supervisory responsibilities.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

1. High School Diploma or equivalency.
2. Three (3) or more years of prior experience in related positions.
3. Preference will be provided to candidates with advanced training, certificates, and/or licenses in relevant trade areas.
4. Preference provided for prior experience in an educational setting.
5. Other qualifications as deemed appropriate by the Board of Education.

COMMUNICATION SKILLS:

1. Ability to communicate, both verbally and in writing, and interact effectively with all aspects of the school community is required.
2. Ability to solve conflicts, maintain confidentiality and remain open to various ideas and viewpoints.

MATHEMATICAL SKILLS:

1. Ability to perform basic mathematical calculations using whole numbers, fractions, decimals, and percentages.

REASONING ABILITY:

1. Ability to prioritize and meet deadlines while complying with established policies and procedures of the building and district.
2. Ability to concentrate, think, read and learn is necessary to perform the essential job duties.

OTHER SKILLS AND ABILITIES:

1. Ability to work independently.
2. Ability to effectively organize and manage tasks/time.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee must regularly sit, talk, listen, and respond. While performing the duties of this job, the employee is regularly required to sit; use repetitive wrist, hand and/or finger movement; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, precise hand-eye coordination and the ability to identify and distinguish colors. Occasionally, the employee may lift up to 100 pounds, such as, to lift files, papers, supplies and equipment. The foregoing is not an exclusive list and the employee may be required to exceed the minimum physical demand specifications should the safety and security of students and staff be compromised.

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

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. The noise level in the work environment is usually at a moderate level with frequent interruptions. The employee continuously interacts with staff and the public. Travel may be necessary to various District buildings and/or sites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job related duties as requested, subject to all applicable state and federal laws.