



Cardinal Local School District
Job Description for Classified Personnel
Maintenance Assistant

Qualifications:

1. Be in good general health in order to complete physically demanding tasks.
2. Possess the ability to work cooperatively, function harmoniously and communicate effectively with others.
3. Take pride in personal appearance by being well-groomed and wearing appropriate apparel.
4. Possess the qualities of initiative, responsibility and reliability.
5. High school diploma or its equivalent; additional training in building maintenance preferred.
6. Has demonstrated work experience in building construction, building maintenance, landscaping, plumbing, electrical, heating/cooling, boiler cleaning/repair, and equipment repair.
7. Such alternatives to above qualifications as found to be appropriate and acceptable to the Superintendent or his/her designee.
8. Meet requirements for employment established by the Board of Education and/or the state and federal government.

Report To:

Manager of Operations

Job Goals:

- To maintain all physical plants in a condition of operating excellence so that full educational use of them may be made at all times.
- To maintain the grounds of all school sites for reasons of safety and aesthetics so that staff, students and visitors are provided the best outdoor environment possible.
- To participate in designing and maintaining a longitudinal plan for building maintenance and improvements.
- To assist and support the principals and custodians in their efforts to provide a safe and aesthetically pleasing building and grounds for the community.

Essential Performance Responsibilities:

1. Perform repairs satisfactory in the following areas:
 - a. roofing
 - b. plumbing
 - c. furniture and equipment
 - d. electrical
 - e. heating/cooling

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- f. carpentry
 - g. installation of equipment, flooring, windows/doors, glass
 - h. masonry
2. Perform custodial duties, in emergency situations, when so assigned by immediate supervisor.
 3. Assist in transporting and distributing any equipment, custodial supplies, educational books, paper, or supplies and food to and from buildings in the district.
 4. Maintain a high level of personal conduct on the job in order to establish positive effects on students, staff and parents.
 5. Performs other duties as assigned by the Manager of Operations.

Terms of Employment:

Salary, work year, and terms and conditions of employment as determined by the Cardinal Local Board of Education in accordance with the OAPSE Master Contract.

Evaluation:

Evaluation shall be completed by the Manager of Operations in accordance with the provisions of Cardinal Local Board of Education Policy and the OAPSE Master Contract

I have read the above job description and understand my job responsibilities as stated.

Employee

Date

Adopted: _____