

**Boardman Local Schools
Classified Job Description**

Maintenance Helper

Reports to: Maintenance personnel, Supervisor Building and Grounds

Evaluate by: Supervisor Building and Grounds

Employment Status: 261 Days – 8 hrs

FLSA Status: Non-Exempt

Description: The Maintenance Helper is responsible to assist maintenance personnel in the performance of duties which relate to the school plant, buildings, facilities, equipment and grounds operation. The Maintenance Helper will be responsible for maintaining the cleanliness and appearance of the Maintenance Department Office, lunchroom and restroom. Time schedule will be determined by the Supervisor of Buildings & Grounds.

Note: The following lists are not ranked in order of importance.

A. Qualifications:

1. Good physical condition
2. Pleasing personality
3. Must be well mannered, courteous and use diplomacy while performing duties
4. Maintain dress and appearance fitting to the responsibilities within the Boardman School System
5. Must be of good character and morally above reproach in conduct and contact with teachers, administrators and students of all ages
6. High School graduate or equivalent in experience or training
7. Alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate
8. Ability to maintain a flexible time schedule
9. All non-licensed school employees must submit fingerprints for both the BCI and FBI background checks. The checks for non-licensed employees must be redone every five years. All employees must have a TB test.

B. Core Functions:

1. Ensure safety of students
2. Promote good safety practices and procedures
3. Use sick, personal, vacation, and professional leaves in accordance with school policy
4. Exhibit consistency in daily work attendance and conforming to work hours (attendance)
5. Exhibit interest and enthusiasm toward work including a willingness to accept suggestions and written rules, and loyalty to the school system (positive attitude)
6. Ability to work harmoniously and cooperatively with others as a team member and follow the appropriate chain of command
7. Exhibit promptness and diligence in the performance of all work related duties
8. Exhibit proper use, care and custody of Board owned equipment, supplies and facilities.

C. Essential Functions:

1. Maintain neat and orderly fashion all maintenance shop tools, supplies
2. Sweep, clean, maintenance shop, garage, restrooms, lunchroom and office
3. Sweep, clean, restrooms & office at Bus Garage as needed.
4. May be called upon to substitute for student help, cleaning staff (Caretakers) or Custodians in school system
5. Empty and clean waste baskets, waste drums, etc
6. Remove litter and generally “police” grounds, parking lots, black top areas, and fence lines disposing of rubbish and trash
7. Replace light bulbs, tubes, paper towels and other supplies as needed

8. Work with student summer help as may be assigned to grounds areas to cut grass, trim shrubbery, remove limbs, paint, etc.
9. Assist in laying out and lining football, baseball, softball, soccer, and other play area fields
10. Assist with parking cars for athletic events and other programs when needed
11. Assist in cleaning Football Stadium and Sports Complex after events and routine use
12. Assist Storeroom Supervisor with handling of materials and supplies
13. Assist Maintenance Personnel performing various tasks
14. Assist in moving furniture, seats, desks, chairs, tables, benches, athletic equipment as needed
15. Perform minor maintenance duties and all other duties as may be assigned by the Supervisor of Buildings & Grounds
16. Assist in the unloading and checking of supplies delivered to building
17. Assist other custodians with summer cleaning schedule and other responsibilities when needed

D. Other Duties and Responsibilities:

1. Serve as a role model for students
2. Establish and maintain effective working relationships with other employees and building occupants
3. Perform all routine maintenance as required
4. Assist with major repairs as assigned
5. Assist in control of all custodial tools and supplies
6. Assist work crews on assigned tasks
7. Maintain respect at all times regarding confidential information
8. Interact in a positive manner with staff, students and parents
9. Promote good public relations by personal appearance, attitude and conversation
10. Attend meetings and in-services as required
11. Complete all necessary paperwork

E. Required Knowledge, Skills, and Abilities:

1. Good knowledge of building maintenance and cleaning practices, knowledge of custodial supplies and equipment and the ability to use them economically and efficiently
2. Training in cleaning up and disposing of blood borne pathogens
3. Training in proper care and storage of chemicals e.g. OSHA, AHERA training, etc
4. Knowledge of grounds care
5. Ability to work alone with little direction, independently
6. Ability to understand, give and follow oral and written directions
7. Basic first aid skills
8. Willingness to perform maintenance tasks with dependability and thoroughness
9. Organizational and problem solving skills
10. Ability to read and understand written warnings and labels
11. Must be knowledgeable in the correct way to repair a variety of materials
12. Ability to work effective with others
13. Effective, active listening skills

F. Equipment Operated:

Various hand and power tools including, but not limited, to the following:

1. Vacuum cleaners
2. Wet and dry vacuum
3. Floor waxing machines, floor scrubbers, buffers
4. Ladders and scaffold, hand cart, supply cart, fork lift
5. Snow removal and landscaping equipment
6. Plumbing tools, electrical tools
7. Handcarts, trucks
8. Telephone

9. Wet/dry mops and brooms
10. Brooms, dry mops, wet mops and bucket, dust pan and counter brush
11. Scrapers, putty knife, razor knife and blades
12. Pick-up truck
13. Lawn mowers/tractors

G. Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue
2. Frequent requirement to work near moving mechanical parts
3. Occasional requirement to work in high places
4. Occasional exposure to outdoor weather conditions
5. Occasional exposure to dangerous chemicals, toxic or caustic
6. Frequent exposure to loud noises
7. Occasional requirement to work beyond the regular workday
8. Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel and stoop
9. Frequent requirement to lift, carry, push, pull various supplies and equipment
10. Preparedness to come to work on all scheduled workdays, except calamity days, unless otherwise notified
11. Occasional interaction among unruly children
12. Frequent climbing of ladders and stairs
13. Frequent excessive standing, e.g. to perform repairs, etc.
14. Frequent requirements to walk in excess of 2-3 miles per day
15. Frequent repetitive hand motion

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Employee Signature

Date

I have met with and reviewed the above job description with the employee.

Superintendent or designee

Date

Adoption date: