



MARION COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Job Title: Maintenance Workers

Reports To: Maintenance Supervisor

Terms of Employment: 245 days

Status: Full-time/Exempt

Job Summary: The Maintenance Worker performs skilled and general maintenance, repair, preventive maintenance, and grounds-related duties to support the safe, efficient, and effective operation of district schools, offices, facilities, equipment, and property. The Maintenance Worker performs work in areas including carpentry, plumbing, electrical systems, HVAC, painting, grounds maintenance, and general facility repair while supporting compliance with applicable safety requirements, building standards, and district procedures.

Essential Functions

1. Perform preventive maintenance and routine repairs throughout district schools, offices, and other facilities.
2. Inspect buildings, facilities, equipment, and grounds to identify maintenance needs, safety concerns, and needed repairs.
3. Perform general maintenance and repair work, including carpentry, plumbing, painting, electrical, HVAC, and other building maintenance tasks within the employee's training, qualifications, and applicable licensing requirements.
4. Diagnose maintenance problems and determine appropriate repairs, materials, equipment, or additional services needed to address identified concerns.
5. Respond to maintenance work orders and service requests in a timely manner and maintain appropriate documentation of completed work.
6. Assist with periodic inspections of district facilities and equipment to support compliance with applicable safety requirements, codes, and district procedures.
7. Assist with the inspection and monitoring of maintenance, improvement, renovation, and repair work performed by outside contractors.
8. Maintain and appropriately use tools, equipment, vehicles, materials, and supplies assigned to the Maintenance Department.
9. Assist with maintaining accurate inventories of maintenance materials, equipment, tools, parts, and supplies.
10. Transport and distribute maintenance materials, instructional materials, supplies, equipment, and other district property to schools and facilities as assigned.
11. Perform grounds maintenance and related work at district schools, offices, athletic facilities, and other district properties as needed.
12. Assist with the maintenance, inspection, and general upkeep of district-owned vehicles and equipment.
13. Follow established safety procedures and use appropriate personal protective equipment when performing maintenance and repair activities.

14. Maintain knowledge of current maintenance practices, equipment, products, building systems, and safety procedures relevant to assigned responsibilities.
15. Communicate effectively with administrators, custodial staff, district employees, contractors, vendors, and other personnel regarding maintenance needs and completed work.
16. Respond to emergency maintenance situations and assist with weather-related, facility-related, or other emergency operations as assigned.
17. Maintain regular and reliable attendance and punctuality. Regular and reliable attendance is an essential function of this position.

Other Duties

Perform other duties and responsibilities as assigned by the Director of Special Education or designee.

Job Specifications

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on the evaluation of support services personnel.

Minimum Qualifications (Knowledge, Skills, and Abilities Required)

- High school diploma or GED.
- Experience in one or more areas of building maintenance, including carpentry, plumbing, HVAC, electrical systems, painting, grounds maintenance, or general facility repair.
- Working knowledge of tools, equipment, materials, methods, and safety practices used in building and grounds maintenance.
- Ability to identify maintenance problems and perform repairs within the employee's training and qualifications.
- Ability to read and follow written instructions, equipment manuals, safety procedures, work orders, and related documentation.
- Ability to communicate effectively and maintain positive working relationships with district employees, contractors, vendors, and members of the public.
- Ability to organize work, manage assigned tasks, and respond appropriately to routine and emergency maintenance needs.
- Valid driver's license and ability to operate district vehicles as required.

Preferred Qualifications (Knowledge, Skills, and Abilities)

- HVAC, electrical, plumbing, or other applicable trade license or certification.
- Previous experience performing maintenance in a school district, governmental, commercial, or institutional environment.
- Experience performing preventive maintenance on building systems and equipment.
- Knowledge of applicable building, electrical, mechanical, plumbing, and safety codes.
- Experience operating grounds maintenance equipment and other maintenance machinery.

Physical Requirements

The physical demands described here are representative of those required to successfully perform the essential functions of this position. While performing the essential functions of this position, the employee is regularly required to stand, walk, sit, bend, stoop, kneel, crouch, crawl, reach, climb, balance, push, pull, and use hands to operate tools and equipment.

Additional physical requirements include the following:

- Frequently lift, carry, push, or move materials, tools, equipment, and supplies weighing up to 50 pounds and heavier items with assistance or appropriate equipment.
- Climb and work from ladders, steps, and other elevated work surfaces as required.
- Work in confined or restricted spaces when necessary to access building systems and equipment.
- Perform repetitive hand, arm, and body movements associated with the use of hand tools, power tools, equipment, and machinery.
- Maintain sufficient mobility and coordination to safely perform maintenance and grounds-related activities.
- Read work orders, equipment instructions, labels, measurements, computer screens, and printed materials with or without vision aids.
- Hear and understand verbal instructions, equipment sounds, alarms, and other warning signals with or without assistive devices.
- Communicate effectively in person, by telephone or radio, and through written or electronic communication.
- Operate district vehicles, maintenance equipment, and machinery as required by assigned responsibilities.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The employee works in schools, offices, maintenance facilities, mechanical areas, grounds, rooftops, and other indoor and outdoor environments. The position may involve exposure to varying temperatures, inclement weather, dust, dirt, noise, fumes, chemicals, moving equipment, electrical systems, mechanical systems, and other conditions typically associated with building and grounds maintenance.

The employee is required to follow applicable safety procedures and utilize appropriate personal protective equipment. The position may require work outside normal operating hours in response to emergencies, severe weather, facility needs, or other district operational requirements.

Salary: In accordance with the District's approved Teacher Salary Schedule.

The statements contained in this job description are intended to describe the general nature and level of work performed by an employee assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. Employees may be required to perform other job-related duties as assigned. Marion County School District reserves the right to revise this job description at any time.

Salary

Starting at \$33,320, with placement on the Maintenance Salary Scale based on verified, relevant work experience.