

MAUMEE BOARD OF EDUCATION

JOB DESCRIPTION

<u>Title:</u>	7.02a Facilities Specialist - Maintenance
<u>Reports To:</u>	Supervisor of Facilities, Assistant Superintendent, Superintendent
<u>Employment Status:</u>	Full Time
<u>FLSA Status:</u>	Non-Exempt
<u>Qualifications:</u>	<ol style="list-style-type: none">1. Valid low-pressure boilers license.2. Valid driver's license.3. High school diploma or equivalent.4. At least five years of experience in maintenance or related work.5. Demonstrate general knowledge regarding electrical, plumbing, HVAC, etc.6. Good health, high moral character, and good attendance record.7. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.8. Possess a tolerant and pleasant personality under sometimes demanding work situations.
<u>General Description:</u>	Perform maintenance duties that relate to the school plant, school buildings, facilities, equipment, and grounds operation.
<u>Essential Functions:</u>	<ol style="list-style-type: none">1. Be responsible for the care, condition, cleaning, appearance, repair, or replacement of all physical equipment, buildings, facilities, and grounds.2. Recommend the purchase and replacement of equipment.3. Conduct periodic inspections of the maintenance equipment to determine needed repairs and recommend purchase of necessary parts for repairs to the supervisor of facilities.4. Repair equipment and perform building repairs as needed.5. Conduct periodic inspections of the buildings and physical plant to determine areas of needed repair.6. Assist in the promotion of good safety practices and procedures.7. Assist in preparing the preventive maintenance & equipment replacement schedules.8. Establish inventory procedures for maintenance supplies, materials, and equipment.

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9. Assist in the development and operation of maintenance records.
10. Serve as a source of information on areas involving buildings and grounds.
11. Be available for snowplowing as needed.
12. Complete paperwork as required by the Supervisor of Facilities and the district administration.
13. Schedule and assist with the supervision of seasonal employees.
14. Assist with in-services for employees.
15. Deliver supplies and equipment to facilities as required.
16. Keep informed of new maintenance techniques and operations.
17. Maintain and service all heating plants.
18. Check roof systems on a regular basis. Monthly checks during the summer and winter. Additional checks are needed after storms and in the fall season due to leaves accumulating on the roofs and gutters.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
2. Help instill in students the belief in and practice of ethical principles and democratic values;
3. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District and
4. Perform other tasks related to the employee's duties as assigned by the Supervisor of Facilities, assistant superintendent, or superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction with escalated children.

2/99
Revised 4/05
11/05
1/11
3/25