

<p align="center">Mifflin County Academy of Science & Technology</p> <p align="center">700 Pitt Street Lewistown, PA 17044</p>	<p align="center"><u>Master Maintenance</u></p> <p align="center">Job Description</p> <p align="center">01/11/2024</p>
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Title: Master Maintenance

Supervised by: Administrative Director of Mifflin County Academy of Science & Technology

Reports to: Administrative Director of Mifflin County Academy of Science & Technology

Assigned Time: 6 AM – 2 PM – 12 Month (260 Days)

Job Summary:

- Coordinate and perform maintenance and custodial activities of the school plant.
- Must be able to work independently.
- Work Environment: School buildings and any future school buildings, surrounding sidewalks, parking lots and school grounds during and after hours. Work may place the employee at risk of occupational exposure to blood borne pathogens, HAZMAT and extreme temperatures.

Duties and Responsibilities:

- Coordinate activities for the custodial care and maintenance of the school.
- Create comfortable and pleasant surroundings for pupils, teachers and other staff in the building.
- Maintain a high level of cleanliness and neatness in the building.
- Oversee the mechanical operation of the heating, ventilating, and cooling operations.
- Ensure that the building security program is maintained.
- Oversee the maintenance of all school vehicles and equipment, assuring their nightly security and safety.
- Supervise implementation and operation of a recycling plan for the school.
- Will take care of miscellaneous emergencies as they arise.
- Must keep accurate and up-to-date records on all vehicles, tractors, mowers and other machinery assigned, in order to eliminate unnecessary down time.
- Must conduct and maintain a log of a monthly inspection of all school facilities to insure personal and fire safety. A copy of each report must be filed with the Administrative Director.

- Will strive to prevent health and fire hazards.
- Report all items in need of repair or those of a hazardous nature.
- Strive for effective economics in the operation of the plant.
- Maintain log of all maintenance work performed to include the following:
 - a) Heating and cooling equipment in the mechanical room.
 - b) Refrigeration equipment in food preparation and cafeteria areas.
 - c) Ventilating equipment and filters in the various shop areas.
 - d) Heating equipment in the hall areas.
 - e) Paint booth equipment in the auto body and carpentry shops.
 - f) Dust collection systems in all shops.
 - g) Fire prevention equipment.
- The employee must have a basic knowledge of, and/or the ability to learn the following trades:
 1. Repairs of door to door closures
 2. Commercial light industrial electrical and plumbing repair
 3. Rewiring and installation of wiring
 4. Installation and replacement of lighting fixtures
 5. Repairs to cafeteria equipment
 6. Installation, replacement, and repairs to water fountains, sinks, commodes, urinals, and etc.
 7. Repairs to water pumps
 8. Maintenance of sewer lines.
 9. Maintain current MSDS records, oversee the proper storage of hazardous materials, and inform custodial staff of precautions to be used in handling materials.
 10. Monitor fire drills and maintain records of drills.
 11. Become familiar with the fire alarm system, fire extinguishers, emergency light plant, electrical circuits and switch boxes in order to take care of emergencies as they arise.
 12. Schedule contracted services with outside vendors for annual maintenance and cleaning operation as assigned by the Director.
 13. Prepare annual budget requests and requisitions for the custodial and maintenance department for the director's approval.
 14. Monitor all building use requests, plan for and set up rooms as specified by such requests.
 15. Raise flags each morning.
 16. Report all fixed asset location changes to the business office secretary
 17. With the Director, assess the needs; establish priorities and schedule summer cleaning and maintenance activities to be performed by the custodial/maintenance staff.
 18. Maintain an inventory of custodial/maintenance equipment and supplies and monitor the use of same.

19. Receive, store and distribute all deliveries of supplies, equipment, etc. made to the school.
20. Responsible for snow removal from school drives, parking area and sidewalks.
21. Regularly inspect upon arrival each day, all areas of the building for cleanliness, safety, and purposes of preventative maintenance.
22. Make minor repairs when necessary and inform the Director when there is a need for a work order to arrange for repairs which are beyond the capabilities of the custodial staff.
23. Dust, clean and maintain lockers in good working condition.
24. Clean and dust rooms.
25. Clean chalkboards and rails daily.
26. Keep desk tops and classroom doors and windows clean.
27. Clean marks on walls in your cleaning area.
28. Maintain consumable supplies such as soap, hand towels, etc. in all classrooms, shops, rest rooms and other areas as needed.
29. Clean all assigned lavatories, urinals, commode seats (inside and out), floor, mirrors and towel cabinets with detergent daily. Fill soap, towel and toilet tissue dispensers. Keep walls and partitions clean.
30. Empty all trashcans each morning.
31. Clean and maintain faculty room including furniture and appliances.
32. Unlock; unchain entrances as specified each morning.
33. Does general mowing. Mow grass during the growing season, trim shrubs, weed eat and use blowers to clean up debris.
34. Monitor building temperature daily and make adjustments where necessary.
35. Provide heat, light, and related services as required.
36. Maintain all entrances of the building (interior and exterior) including walks, lights, door mats and window glass.
37. Take care of all evening activities and keeps outside entrances clean for these activities. Clean glass on display cases.
38. Clean and disinfect water fountains daily.
39. Attend all required meetings and training sessions.
40. Ensure that all requests from the Administration are taken care of within a reasonable length of time.
41. Be on call for emergency or unusual situations.
42. Assume all other duties that may be delegated through the Administrative Director or designee.

Qualifications:

- Possess a high school diploma or GED.
- Possess a high level of mechanical and electrical ability.
- Possess leadership qualities.

- Must have two or more years' experience in Industrial or Institutional Maintenance or its equivalency.
- Must be willing to further his/her education in the maintenance field.
- Must have the ability to troubleshoot mechanical, electrical and plumbing problems.
- Possess a working knowledge of electrical and mechanical operation of equipment commonly found in a career and technical school plant.
- Must have the ability to design and follow through with a Preventative Maintenance Program for all school equipment and machinery throughout the school.
- Demonstrate knowledge of tractor and small engine repair.
- Possess a working knowledge of custodial procedures and practices in the operation of a career and technical center.
- Be able to read engineering diagram, blue prints and technical information relating to the school plant, equipment, and custodial supplies.
- Hold all appropriate licenses and certifications associated with skill areas as required.
- Have no physical restriction to perform routine physical activities such as lifting, climbing, pushing, pulling or shoveling.
- Have experience in lawn and landscaping care.
- Must satisfactorily pass a medical examination.
- The health and safety of all occupants of the building must be your main concern.

Physical Demands:

- Ability to reach above and below the waist
- Use fingers to pick, feel and grasp objects
- Use both hands for repetitive motion
- Some bending and twisting of the body required
- Ability to lift and/or carry supplies, equipment and/or papers weighing no more than 100 lbs.
- Ability to walk/move throughout the work environment

Work Environment:

- Subject to inside/outside environmental conditions

Sensory Abilities:

- Visual acuity and auditory acuity

Temperament:

- Must possess excellent interpersonal skills
- Must be cooperative, congenial, and service oriented
- Must be able to work in an environment with frequent interruptions

Cognitive Ability:

- Ability to follow written and verbal directions
- To read and write

- Communicate effectively
- Organize tasks
- Handle multiple tasks
- Exercise good judgment

Specific Skills:

- Must possess conflict mediation skills

Terms Of Employment: Benefits in accordance with Steelworkers contract.

Evaluation: Annually by Supervisor.