

Mifflin County Academy Of Science & Technology

**700 Pitt Street
Lewistown, PA 17044**

Maintenance Assistant

Job Description

05/08/2025

Title: Maintenance Assistant

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

Reports to: Administrative Director

Assigned Time: 8 hours per day, 12 months (260 days)

Job Summary: This position performs daily custodial duties focused on the Cafeteria, Pre-K, and common areas while assisting the Master Maintenance in school-wide repairs, preventative maintenance, and facility operations. The role ensures that the Academy's facilities are safe, clean, and operational and includes responsibilities for snow removal, groundskeeping, and responding to emergency situations as needed, outside the regular schedule.

Duties and Responsibilities:

Custodial Duties (approx. 40% of time):

- Clean and sanitize Cafeteria, Pre-K classrooms, and bathrooms daily.
- Sweep, mop, scrub, dust, and vacuum assigned areas.
- Clean and maintain lavatories, sinks, toilets, and restocking supplies.
- Empty trash/recycling receptacles and maintain the cleanliness of waste areas.
- Maintain cleanliness of entrances, hallways, and high-traffic areas.
- Ensure safe and sanitary food preparation spaces.
- Assist with set-up and tear-down of cafeteria and event spaces.
- Follow proper use of cleaning materials and chemicals (MSDS compliance).

Maintenance Assistant Duties (approx. 60% of time):

- Assist Master Maintenance with:
 - General repairs (doors, fixtures, basic plumbing and electrical).
 - Preventative maintenance tasks (filter changes, lubrication, inspections).
 - Seasonal tasks (mowing, trimming, and leaf removal).
 - Snow plowing, salting, and maintaining clear walkways and parking lots.

- Recordkeeping of maintenance logs and inspections.
 - Moving furniture, unloading deliveries, and assembling equipment.
 - Support emergency repairs and participate in building safety drills.
 - Assist with the upkeep of custodial/maintenance equipment and supplies.
 - Maintain security by ensuring doors and windows are locked/unlocked as needed.
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Additional Expectations:

- Participate in regular training (e.g., safety, equipment handling).
 - Communicate effectively with the Administrative Director, staff, and vendors.
 - Collaborate with the Master Maintenance to prioritize tasks and projects.
 - Attend to all directives and special requests from the Administrative Director in a timely manner.
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Qualifications:

- High school diploma or GED required.
 - Prior custodial experience; maintenance experience preferred.
 - Basic knowledge of plumbing, electrical, HVAC systems, and custodial best practices preferred
 - Ability to operate cleaning equipment and small machinery (snow blower, mower, etc.).
 - Ability to work independently and as part of a team.
 - Must be physically capable of lifting 50+ lbs., climbing ladders, and working in various conditions (heat, cold, outdoors).
 - Must pass required medical and background clearances.
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Terms of Employment:

Benefits and terms in accordance with the Steelworkers Union contract.

Evaluation:

Annually by the Administrative Director.