

MIDVIEW LOCAL SCHOOL DISTRICT

JOB DESCRIPTION

Title:	MAINTENANCE WORKER – MAINTENANCE TRADES	File: 606
Reports to:	Assigned Administrator/Supervisor	
Job Objective:	Performs maintenance duties.	
Minimum Qualifications:	<ul style="list-style-type: none"> • High school diploma. ADVANCED skills in mechanical, electrical, plumbing, carpentry, masonry, and building systems (e.g., HVAC, fire suppression, security, communication, etc.) substantiated by training/work experience. Post-secondary training in a trade is advantageous. • Ability to perform physically demanding work that includes lifting and moving heavy items. • Additional licenses/certifications deemed appropriate at the time of hire may be required. • Collects, records, and maintains data accurately. Applies basic mathematical concepts correctly. • Demonstrates dependability/flexibility. Reacts to interruptions/emerging priorities effectively. • Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct. • Exhibits consistent, impartial and resourceful critical-thinking skills. • Knowledgeable about environmental, health and safety regulations, building codes and ADA accessibility guidelines. Uses blueprints/schematic diagrams effectively. • Maintains a valid driver’s license. Meets all prerequisite and ongoing qualifications to be covered by the district’s insurance carrier. Commercial (CDL) license is advantageous. • Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures. • Maintains a record free of criminal violations that would prohibit public school employment. • Meets all mandated health screening requirements. • Participates in all state/district mandated training sessions. 	
NOTE	Maintenance Trades positions require advanced maintenance skills.	
Essential Functions:	<p>1. Provides skill in the inspection, repair, and maintenance of buildings, grounds, equipment and furnishings.</p> <ul style="list-style-type: none"> a. Works effectively with limited supervision. Performs tasks efficiently to meet deadlines. b. Helps administrators/supervisors develop short/long-range maintenance recommendations. c. Avoids disrupting building/program activities except during emergencies. d. Maintains structures, windows, doors, equipment and furnishings. Ensure compliance with building codes and ADA accessibility standards. e. Performs preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares items for storage, etc.). f. Monitors, regulates and inspects HVAC equipment as directed. Helps prepare boilers and other equipment for annual inspections, maintenance activities and/or shutdown. g. Performs grounds keeping activities (e.g., mows grass, maintains trees/gardens, etc.). h. Maintains playground areas and equipment as directed. i. Assists with snow removal operations as directed. j. Picks-up/delivers equipment, materials and other supplies as directed. k. Cleans, moves and arranges furnishings, supplies/equipment as directed. l. Anticipates and replenishes consumable supplies to avoid work schedule interruptions. m. Helps with the receipt of deliveries. Inspects packages. Verifies contents with packing lists. n. Reads/complied with Safety Data information for all chemicals and supplies. Ensures that supplies are labeled/stored properly. Participates in occupational safety/health training as directed. o. Follows approved health/safety guidelines to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Reports personal injuries that require treatment to a supervisor. p. Keeps administrators/supervisors informed about emerging issues. Reports problems/unsafe conditions (e.g., leaks, noises, structural defects, unusual odors, etc.). q. Anticipates health/safety inspections. Monitors safety equipment (e.g., electrical, lighting, alarm 	

	<p>systems, etc.) as directed. Maintains clear routes for emergency egress.</p> <ul style="list-style-type: none"> r. Places misplaced items in the lost and found storage area. s. Reports traffic citations, accidents, or damage that occurs during performance of assigned duties. t. Protects district property. Ensures that assigned work areas are secured at the end of the shift. u. Upholds security procedures. Assists community groups as directed. Directs visitors to the office. v. Installs/repairs structures, windows, doors, equipment and furnishings.
	<p>2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.</p> <ul style="list-style-type: none"> a. Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team. b. Contributes to an effective and positive work/learning environment. Completes all assigned duties. c. Maintains a professional appearance. Wears work attire appropriate for the position. d. Helps students understand/embrace ethical conduct and democratic values. e. Respects privacy and maintains the confidentiality of privileged information. f. Maintains an acceptable attendance record and is punctual. g. Strives to develop rapport and serve as a positive role model for others. h. Takes the initiative to perform routine tasks independently. i. Shows an active interest in the academic/personal development of students. j. Supports community participation in school-sponsored events and activities.
	<p>3. Maintains open/effective communications.</p> <ul style="list-style-type: none"> a. Prepares/maintains accurate records. Submits required paperwork on time. b. Provides prompt notification of personal delays or absences. c. Refers district policy interpretation questions to appropriate administrator(s). d. Uses active listening and problem-solving techniques to resolve questions/concerns tactfully. e. Uses diplomacy and self-control when dealing with other individuals. Respect the diversity of staff, community and students when communicating f. Participates in staff meetings, trainings, and other required school activities. g. Keeps informed about program/procedure changes. h. Seeks clarification when expectations are unclear.
	<p>4. Pursues opportunities to enhance professional performance.</p> <ul style="list-style-type: none"> a. Keeps current with advances in technology associated with work assignments. b. Maintains applicable credentials. Complies with all state licensure requirements. c. Works toward mastery of individualized development/performance goals as directed. d. Attends meetings, in-service programs, and trainings as directed.
	<p>5. Takes precautions to ensure safety. Helps manage/eliminate risks.</p> <ul style="list-style-type: none"> a. Follows district protocol and state law when dealing with bullying, discrimination, inappropriate behavior and suspected child abuse/neglect. b. Responds to emergencies following the district's emergency preparedness/crisis response plan. c. Provides appropriate supervision and maintains high expectations for acceptable student behavior. d. Monitors for situations that may indicate a problem. e. Notifies appropriate administrator(s) of potential problems.
	<p>6. Performs other specific job-related duties as directed</p> <ul style="list-style-type: none"> a. Assists with unexpected/urgent situations as needed. b. Helps implement workplace initiatives that advance district goals.
Working Conditions:	<p>Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:</p> <ul style="list-style-type: none"> • Balancing, bending, climbing, crouching, kneeling, reaching, or standing. • Exposure to adverse weather conditions and temperature extremes. • Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, loud sounds and odor. Exposure to wet and/or slippery surfaces.

	<ul style="list-style-type: none"> • Exposure to blood-borne pathogens and communicable diseases. • Interacting with aggressive, disruptive, and/or unruly individuals. • Lifting, carrying, and moving work-related supplies/equipment. • Operating and/or riding in a vehicle. • Traveling to meetings and work assignments
Performance Evaluation:	Job performance is evaluated according to policy provisions and contractual agreements adopted by the Midview Local School District.
Equal Opportunity Employment:	The Board is an equal opportunity employer. It is the policy of the Board to offer employment without regard to race, color, religion, gender, national origin, age, or disability.
<p>This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.</p>	
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