

TITLE:	General Maintenance I	STATUS:	Non - Exempt/At-Will
REPORTS TO:	Director of Maintenance	TERMS:	238 Days + 9 Paid Holidays
DEPARTMENT:	Maintenance	PAY GRADE:	AX4

PRIMARY PURPOSE:

To maintain the grounds, buildings, and equipment in such a state of excellence that they provide students and faculty with a safe, attractive, comfortable and efficient place in which to work, learn, and play.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED preferred

Valid driver's License

Special Knowledge/Skills:

Acceptable skill in performing a wide variety of task requiring an understanding of and proficiency of maintenance tasks

Ability to follow verbal and written instructions

Ability to communicate effectively (verbally)

Ability to operate hand and power tools

Experience:

Knowledge of and experience with electrical maintenance preferred

Knowledge of basic construction and routine building maintenance and repair procedures

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

Moderate walking, standing, climbing, heavy lifting and carrying, stooping, bending, kneeling and reaching. Ability to lift and transport 70 pounds a distance of ten feet without assistance. Work outside and inside and around moving objects or vehicles. Exposure to extreme temperatures, chemicals (herbicides and fertilizer), and loud noises.

Frequent district-wide travel.

Essential Functions:

1. Assist skilled workers with repair and maintenance of district facilities, including repairing woodwork; replacing electrical switches, fixtures, motors and light bulbs (including exit signs); painting.
2. Inspect building exterior and interior, playground equipment, and grounds; perform maintenance and minor repairs.
3. Detect and report needed major repairs on building structures and their systems, including lockers, furniture, and equipment.
4. Complete repairs as requested on work orders or by maintenance supervisor.
5. Assist with mowing and detailing of district grounds.
6. Assist with relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.
7. Correct unsafe conditions in the area and report any conditions that are not correctable to the supervisor immediately
8. Maintain tools and equipment and perform preventive maintenance as required.



The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date