



Maintenance Assistant

Position Summary

The Maintenance Assistant supports the maintenance and custodial teams by performing a variety of basic tasks to ensure a clean, safe, friendly, and functional school environment. This is an entry-level position focusing on learning maintenance procedures, safe tool use, and basic facility operations.

Reports to: Supervisor of Buildings, Grounds and Maintenance

Qualifications

- High school diploma or equivalent preferred.
- Valid driver's license.
- Some experience or coursework in building trades, repair, or maintenance methods preferred.
- Ability and willingness to learn maintenance procedures and use of tools and equipment.

Essential Duties and Responsibilities

- Assist with routine maintenance and repair of school buildings, furniture, and equipment.
- Perform simple plumbing, electrical, carpentry, and painting tasks under supervision.
- Support groundskeeping, including lawn care, athletic fields, snow removal, salting, and debris cleanup.
- Deliver materials, move furniture, and set up equipment for school events.
- Perform basic inspections and report safety or maintenance concerns promptly.
- Maintain tools, equipment, and maintenance areas in clean, safe condition.
- Assist in maintaining adequate supplies of maintenance materials and tools; notify supervisor when restocking is needed.
- Assist maintenance staff with preventive maintenance schedules as assigned.
- Perform daily cleaning and replace lightbulbs, as needed.
- Perform other related duties as required by the supervisor.

Required Skills

- Basic understanding of hand and power tools.
- Willingness to learn building maintenance systems (HVAC, electrical, plumbing).
- Ability to follow instructions and work safely.
- Dependability, punctuality, and good communication with staff and students.

Physical Requirements

- Stand, walk, bend, stoop, and climb ladders regularly.
- Regularly lift and carry up to 75 lbs.
- Work in elevated or confined spaces and in varying weather conditions.
- Maintain stamina for extended physical activity.
- Use protective gear and follow all safety practices.

Terms of Employment: 260 day work calendar

Salary: \$22.00/hour