

## **Job Description**

### ***Maintenance Class A***

The maintenance support staff will assist the educational process by keeping the school physical plant and equipment safe and well maintained in order to further the educational mission.

### **Qualifications**

The Class A worker should demonstrate a sincere desire to enhance the educational environment of children. He/She must have the ability to work with students, faculty, and the general public in a diplomatic friendly manner. The physical requirements of this position are the ability to stand for extended periods of time, work from a ladder and do heavy lifting. The worker must be able to work outdoors in inclement weather in both hot and cold conditions. He/she must have a general working knowledge of two or more of the following abilities: Plumbing, Carpentry, Electrical, HVAC, and Mechanical work. A license or certificate in one or more of these areas is required.

### **Position Classification**

Support Staff

### **Fair Labor Standards Act**

Non-Exempt

### **Supervisor**

Maintenance employees will report directly to the Maintenance Director.

### **Duties**

The Class A worker will:

1. Repair and maintain all roofs.
2. Repair and maintain heating, air conditioning and ventilation systems.
3. Repair all plumbing.
4. Repair and maintain all building lighting and electrical equipment.
5. Do general repair of interior and exterior of all buildings.
6. Do minor structural renovations.
7. Provide care and maintenance of the grounds and landscaping.
8. Remove snow and ice in the winter.
9. Repair and maintain food service equipment.
10. Perform any other duties assigned by the Maintenance Director, Assistant Superintendent or Superintendent.

Revised: March 4, 2015