



Bellwood School District 88

Job Description

Maintenance Worker

Job Description (REVISED 2025)

Part-Time Maintenance Worker (Temporary)

Reports to: Director of Buildings and Grounds

FLSA Status: Non-Exempt

Salary Range: \$35.02

Terms of Employment: School Year

Benefits: Sick and Personal Days

Insurance: Medical, Dental, Vision and Life Insurance

Summary: The Maintenance Worker performs a variety of skilled and semiskilled tasks in the maintenance, repair and upkeep of district buildings, grounds, and equipment to ensure a safe, clean and functional learning environment for students, staff and visitors.

Essential Duties and Responsibilities:

- ☐ Perform routine maintenance and repairs on HVAC, electrical, plumbing, and mechanical systems.
- ☐ Inspect school facilities regularly to identify safety or maintenance issues and report them to the supervisor.
- ☐ Complete minor carpentry, painting, and drywall repair projects.
- ☐ Assist with the maintenance of school grounds, including landscaping, snow removal, and litter pickup.
- ☐ Set up and take down furniture and equipment for school events or facility use.
- ☐ Respond to work orders and emergencies in a timely and professional manner.
- ☐ Assist with inspections and compliance with safety codes and building regulations.
- ☐ Maintain accurate records of maintenance work, supplies used, and equipment serviced.
- ☐ Operate hand tools, power tools, and light machinery safely and effectively.

- ☐ Collaborate with custodial staff, contractors, and other maintenance personnel.
- ☐ Ensure secure storage and proper use of tools, supplies, and equipment.
- ☐ Support energy conservation and sustainability efforts where applicable.
- ☐ Rotate between various buildings as needed to ensure adequate coverage during staff absences.
- ☐ Upholds and adheres to safety rules and policies of the district.
- ☐ Supports the goals and objectives of the school district and follows all district policies.
- ☐ Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
- ☐ Perform any other duties assigned by the Building Administrator/Immediate Supervisor.

Qualifications:

- ☐ High school diploma or equivalent is required.
- ☐ Two (2) years of maintenance or facilities experience preferred, especially in a school or institutional setting, is preferred.

Licenses/Certifications:

- ☐ Valid driver's license.
- ☐ Ability to obtain required certifications (e.g., asbestos awareness, playground inspection, etc.)

Knowledge, Skills, and Abilities:

- ☐ Basic knowledge of building systems (HVAC, electrical, plumbing).
- ☐ Ability to read and interpret manuals, blueprints, and safety documents.
- ☐ Strong problem-solving skills and attention to detail.
- ☐ Ability to work independently and as part of a team.
- ☐ Physical ability to lift up to 50 lbs., climb ladders, and perform manual labor.

Working Conditions:

- Frequent exposure to weather conditions, noise, dust, and potentially hazardous materials.
- May require occasional evening or weekend work for emergencies or special projects.

Terms of Employment:

Twelve Months

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy on evaluation of Maintenance Workers.

Bellwood School District 88 and SEIU 73 Job Description Committee reserves the right to modify, interpret, or apply this job description.

This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise.