

# **SOUTH EUCLID-LYNDBURST CITY SCHOOLS**

## **JOB DESCRIPTION**

**TITLE:** Maintenance Class I

**REPORTS TO:** Supervisor of Custodial/Maintenance

**SUMMARY:** To carry out various maintenance job assignments, as assigned by the Supervisor of Custodial/Maintenance

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Perform installation, maintenance, and repairs in all areas of skilled trade work.
2. Inspect, diagnose, troubleshoot, and perform facility issues; recommend and implement solutions.
3. Operate and maintain a variety of tools, equipment, vehicles, and machinery in a safe and efficient manner.
4. Operate snow plows and participate in the district's snow removal program as required.
5. Assume responsibility, care, and maintenance of all Board of Education materials and equipment assigned to the employee.
6. Promote and observe good safety habits that comply with health, safety, and building codes.
7. Keeps accurate records, document completed maintenance tasks, equipment status, and supply usage and provides written reports as needed.
8. Any other duties assigned by the Supervisor of Custodial/Maintenance; including, but not limited to, emergency repairs.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED). Four (4) years experience in building trades as a carpenter, HVAC, electrician, plumber, painter, or a Journeyman in the trades as indicated with comparable experience. A Tradesman License is preferred.

### **LANGUAGE SKILLS:**

Ability to read and understand blueprints: architectural, mechanical, electrical or plumbing, etc. Ability to write reports and correspondence. Ability to speak effectively with customers and employees.

### **MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume.

### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of problems. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license with good driving record.

**OTHER SKILLS and ABILITIES:**

Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness that the Board of Education policies and procedures are the governing rules and regulations.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms such as to operate vibrating machinery. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climb on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift 50 pounds or more such as building materials. Occasionally the employee will lift as much as 90 lbs. such as bulk furniture. The employee will sometimes push/pull items such as tables, scaffolds, and cabinets. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and no household dust while performing the duties of the job. The noise level in the work environment is usually moderate and occasionally will work in a loud area.

**WORK YEAR:** 260 days (includes vacation and twelve (12) paid holidays)

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of classified personnel.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.